



CITY MANAGER'S **UPDATE**

Monthly report to the City of Annapolis City Council

May 2017

Table of Contents

Performance Measures

[Police Calls and Service Times](#)

[Crime](#)

[Condition Index for Streets](#)

[Diversions Rate of Solid Waste from Disposal at a Landfill](#)

[Water Quality Testing Results](#)

[Permits 530 permit applications were received. 508 permits were issued.](#)

[Value of Private Construction \\$17,690,971.56](#)

[Private Construction Inspection Performed](#)

Budget Status

Central Purchasing

[Current Procurements](#)

[Completed Procurements](#)

[Pending Procurements](#)

Capital Projects

[Pump Station Replacement/Rehabilitation](#)

[Sewer Rehabilitation and Water Distribution](#)

[Water Tank Rehabilitation](#)

[New Water Treatment Plant \(WTP\)](#)

[Landfill Gas Mitigation](#)

[City Hall Projects Heating, Ventilation and Air Conditioning \(HVAC\) Replacement and Generator Installation](#)

[Maintenance Facilities](#)

[Road Resurfacing](#)

[Main Street Reconstruction](#)

[Cornhill Street Sidewalks](#)

[Wayfinding Sign Program](#)

Personnel Update

[New Hires](#)

[Promotions/Internal Vacancies Filled](#)

Law Office Report

[City Clerk:](#)

[Alcoholic Beverage Control Board:](#)

[City Council:](#)

[Public Safety Update](#)

[Fire Department](#)

[Emergency Management](#)

[Police Department](#)

[Building Activity](#)

[Planning Activity](#)

[Comprehensive Planning](#)

[Current Planning](#)

[Community Development](#)

[Historic Preservation](#)

[Economic Development](#)

[Recreation and Boating](#)

[Recreation](#)

[Parks](#)

[Boating](#)

[Transportation](#)

[African American Liaison](#)

Performance Measures

Police Calls and Service Times

Month	2014	2015	2016	2017
January	2894	2571	2673	2748 + 723 fc
February	2714	2422	2585	2336 + 421 fc
March	2885	2714	2884	3557 + 504 fc
April	3005	2808	2925	2736 + 462 fc
May	3197	2961	3089	3050 + 609 fc
June	3161	3059	3096 +630 fc	
July	3515	3076	2945 +495 fc	
August	3280	3064	2824 + 209 fc	
September	3129	2892	2689 + 404 fc	
October	3158	2805	2813 + 615 fc	
November	2763	2871	2502 + 616 fc	
December	2551	2512	2579 + 608 fc	
TOTAL	36,252 99.3 / DAY	33,755 92.4 / DAY	37,181 (33,604w/o fc) 101.6/ DAY	17,146 (11,986w/o fc) 113.5/ DAY

Crime

May 2017

Crime	Murder	Rape	Rob Arm	Rob NWU	Agg Aslt	Burg- Res	Burg- Non	Larc	MV	Total
May 17	0	3	0	6	14	5	0	80	5	113
May 16	0	0	0	2	18	13	0	56	3	92
Diff +/-	0.00	+300.00	0.00	+200.00	-22.22	-61.54	0.00	+42.86	40.00	22.83
			Monthly	%				Monthly	%	
Violent Crime Diff +/-			+3	+15.00	Property Crime Diff +/-			+18	25.00	
YTD 17	2	9	10	16	54	42	8	276	19	453
YTD 16	4	11	10	13	72	54	11	234	7	425
YTD%	-50.00	-18.18	0.00	+23.08	-25.00	-22.22	-27.27	+17.95	+171.42	+6.59
YTD	Violent Crime YTD (Diff #/ %)			-19	-17.27	Property Crime YTD (Diff #/)			+39	+11.30

Condition Index for Streets

- Total length of City streets – approximately 90 miles of roadway are City maintained.
- Weighted average “Remaining Surface Life” of City streets – 8.1 years
- FY2017 paving total – 1.79 miles

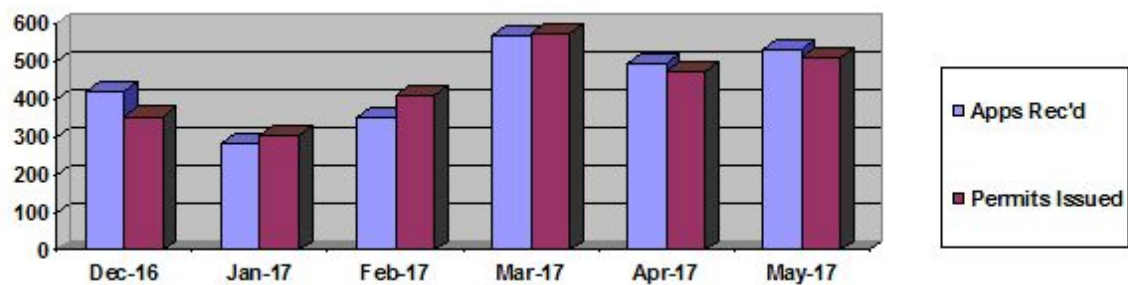
Diversion Rate of Solid Waste from Disposal at a Landfill

- May diversion rate – 41%
- 12-month (June 2016 – May 2017) diversion rate – 41.6%

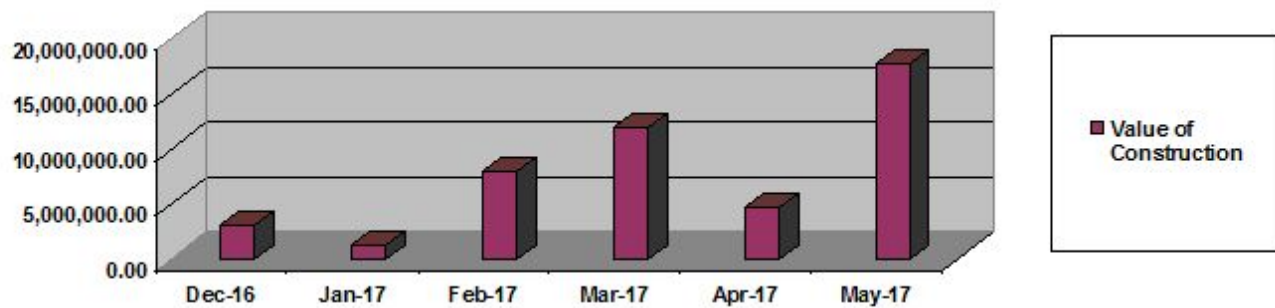
Water Quality Testing Results

- There were no water quality issues with the May 2017 water samples.
- There have been no water quality issues with water samples taken in 2017.

Permits 530 permit applications were received. 508 permits were issued.



Value of Private Construction \$17,690,971.56



Private Construction Inspection Performed

859 Building and Trade Inspections

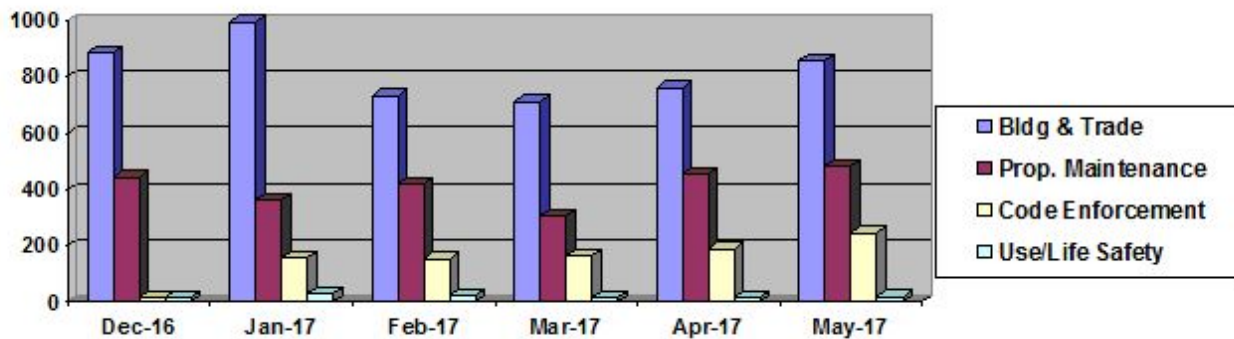
245 Code Enforcement Inspections

19 Use/Life Safety Inspections

484 Property Maintenance (Also, the following apartment complexes were inspected:

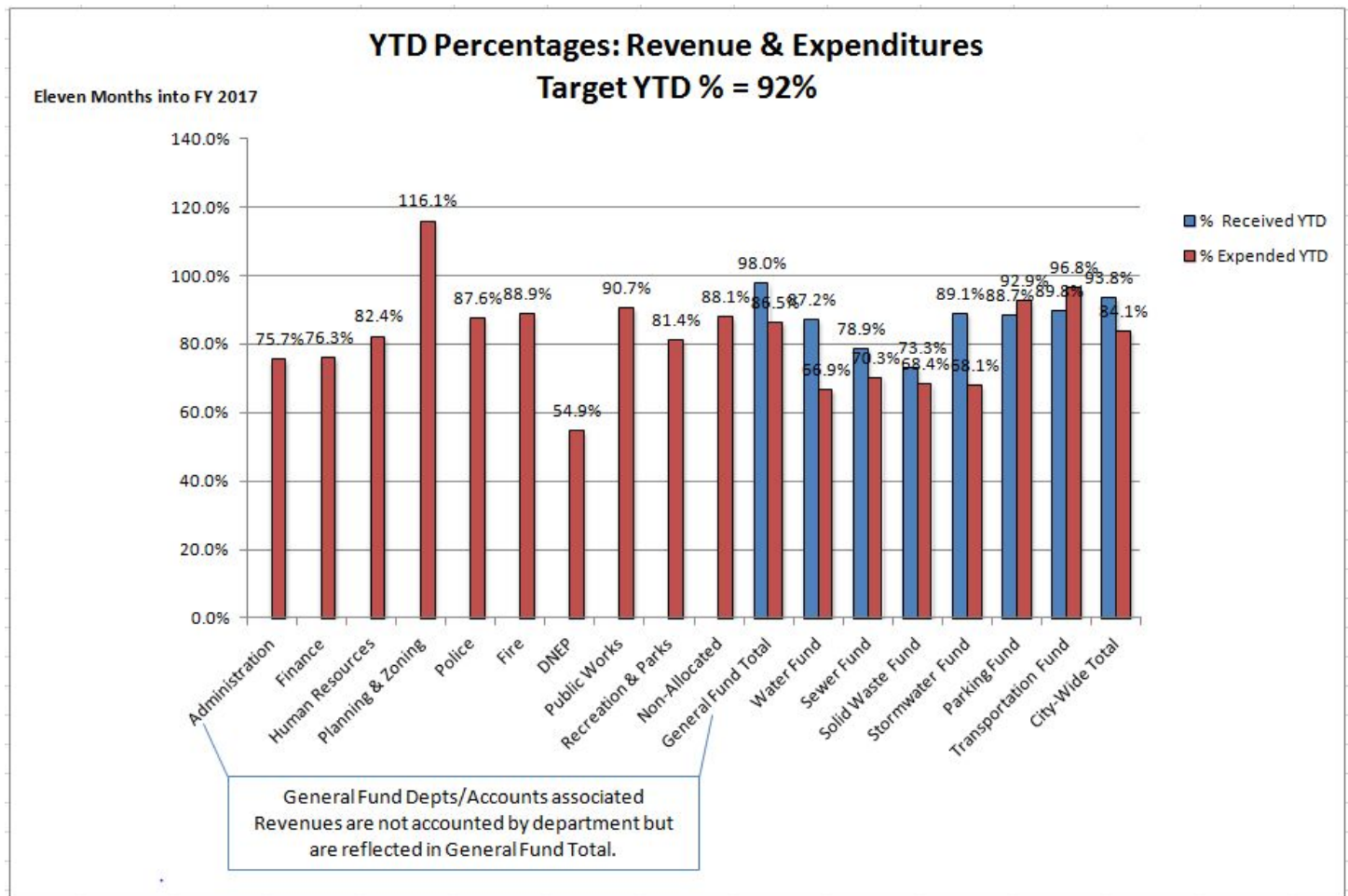
Re-inspections: 721 S. Cherry Grove Apts -28 units; 930-940 Bay Forest Ct 22 units; Obery Court Phase II 17 units. Annual: Obery Court Phase III 70 units; Annapolis Rd

Apts 282 units



Budget Status

YTD Percentages: Revenue & Expenditures						
July 2016-May 2017: YTD 92%						
	Revenues	% Received YTD	Budget	Expenditures	% Expended YTD	Budget
Administration				2,055,401.10	75.7%	2,713,577.36
Finance				3,430,761.01	76.3%	4,498,874.36
Human Resources				612,512.47	82.4%	743,370.02
Planning & Zoning				2,144,276.10	116.1%	1,846,818.70
Police				15,910,480.65	87.6%	18,154,460.67
Fire				14,545,963.22	88.9%	16,370,432.27
DNEP				1,111,077.99	54.9%	2,024,699.34
Public Works				7,096,359.86	90.7%	7,821,889.35
Recreation & Parks				3,797,748.58	81.4%	4,663,279.35
Non-Allocated				12,048,077.35	88.1%	13,678,153.35
General Fund Total	68,742,346.00	98.0%	70,162,667.34	\$ 62,752,658.33	86.5%	\$ 72,515,554.77
Water Fund	6,794,958.78	87.2%	7,789,467.43	5,003,802.45	66.9%	7,475,176.00
Sewer Fund	6,863,120.99	78.9%	8,696,656.00	5,940,910.06	70.3%	8,447,286.09
Solid Waste Fund	2,048,020.13	73.3%	2,793,266.31	1,639,494.78	68.4%	2,396,863.39
Stormwater Fund	795,593.17	89.1%	892,500.00	542,338.58	68.1%	796,547.00
Parking Fund	6,973,596.44	88.7%	7,864,000.00	7,289,255.70	92.9%	7,847,239.00
Transportation Fund	3,388,819.27	89.8%	3,774,790.30	3,476,784.07	96.8%	3,591,219.00
City-Wide Total	\$ 95,606,454.78	93.8%	\$ 101,973,347.38	\$ 86,645,243.97	84.1%	\$ 103,069,885.25



Central Purchasing

Current Procurements

RFQ 17-07 – Design-Build-Operate-Maintain for Water Services for Water Quality Management Best Management Practices

2 Firms short listed. Proposals due 6/29.

RFQ 17-16 – Design-Build Services – Water Main and Waste Water Projects

7 SOQ's received. Review in progress.

IFB 17-17 – Bywater Park Improvements

4 bids received. Review in progress.

IFB 17-19 – Mooring Maintenance

Awarded to Murtech Inc. Agreement in process.

RFP 17-21 – Lease of the Market House

Proposals due 6/29. Pre-proposal meeting held 5/16.

IFB 18-01 – Water Treatment Chemicals

Bids due 6/14.

Completed Procurements

RFP 14-14 DPW Maintenance Facilities – Design/Build Services

Awarded to Gardiner & Gardiner. Design/pricing under review. Demolition scheduled for August.

RFP 15-12 Annapolis Renewable Energy Park

Awarded to BQ Energy. Project scheduled for Spring 2018 completion.

RFP 15-23 – Upper West Street Sector Study

Awarded to AECOM. Study completed. City Council presentation pending.

RFP 16-06 – Energy Performance Contracting

Awarded to Honeywell International. Project scheduled for February 2018 completion.

RFP 16-09 – Transit Bus Electronic Fare Box Collection System

Awarded to TripSpark. Project scheduled for July 2017 completion.

RFP 17-03 – Construction Services – Stanton Center Floor Replacement

Awarded to L & R Floors. Project scheduled for July 2017 completion.

IFB 17-05 – Chesapeake Avenue Water Main Replacement

Awarded to Schummer, Inc. Project scheduled for August 2017 completion.

RFP 17-10 – Mosaic Tile Art Mural

Awarded to Anne-Marie Esson. Project scheduled for June 2017 completion.

RFP 17-12 – Forest Drive Sector Study

Awarded to The Faux Group. Project scheduled for February 2018 completion.

RFP 17-14 Stormwater and Flood Mitigation Design

Awarded to AECOM. Project scheduled for September 2017 completion.

Pending Procurements**IFB 17-08 – PMRC Ballfield Grading**

Draft in progress. Anticipated release in June/July.

IFB 18-02 – Roadway Supplies

Draft in progress. Anticipated release in June.

Capital Projects

Pump Station Replacement/Rehabilitation

Whiton Court PS Wetwell Rehab – Initiating review of options for project implementation.

Sewer Rehabilitation and Water Distribution

Sewer Cured-in-Place Pipe (CIPP) Rehabilitation (72006) – Contractor continues closed circuit televising (CCTV) and CIPP lining work in several locations throughout the City, including at the Naval Academy. Construction continues on the Shiley Street sewer main replacement project. Activities included the installation of three manholes and approximately 350 feet of pipe. USNA Flowmeter (72006) – Consultant is designing a new flume for USNA sewage flow measurement. Communication with Navy public works staff continues on the schedule and details of the construction. Due to traffic impacts of other USNA construction projects and the flume replacement, the consultant is considering the addition of a manhole to accommodate bypass pumping operations. Buried Asset Evaluation (72006 & 71003) – GIS updates, including significant private water and sewer pipes, are nearly complete to allow completion of the comprehensive data update to iWorQ and Models. The final GHD Comprehensive Assessment Plan and 10-yr plan will be due after the update is complete. The final as-built lookup rollout and second draft software review report are under review. Water Meter Purchases (71003) – Comprehensive radio-read meter purchase and installation continues. Review of large meter replacement is also ongoing. The meters for a retirement community were rehabilitated, and initial data collected indicates improved meter efficiency. Additional large meter rehabs or replacements are expected to continue after Utilities completes the hydrant inspections. Chesapeake Avenue Water Main Replacement (71003) – Construction continues. Activities completed include bypass, installation of all thrust collars and fitting/caps, and replacement of the water main from First to Second Street.

Water Tank Rehabilitation

Bidding and construction of the Jefferson Tank rehabilitation project is on hold until capital funding is available in FY18.

New Water Treatment Plant (WTP)

WTP Design/Build (D/B) – Demonstration of the operation of the main water production process of the new facility is essentially complete, and the City is operating the completed facilities. Additional construction work continues, including interior work for the Control/Administrative/Maintenance Building, demolition of the old pretreatment basins and preparation for installation of wash water tank/facilities.

City Dock Bulkhead Replacement, Phase 2

Stormwater management (SWM) design and construction remains to be completed. Coordinating with proposed repairs to the Truxtun Park tennis courts adjacent to the proposed stormwater management (SWM) site. (Ongoing) Development of 110 Compromise is ongoing. Awaiting construction of electrical room to house City Dock electrical panels currently located in the Donner parking lot. Preparing RFP for replacement of boardwalk timbers from Phase 1 Bulkhead Replacement. Coordinating with previous design engineer and contractor.

Landfill Gas Mitigation

DPW continues to negotiate with MDE on the Draft Agreement so that a clear course of action can be determined for site mitigation. Sampling work continues for semi-annual monitoring events..

Stormwater Management – City Dock Tidal Flood Mitigation

The final FEMA grant application, including over 600 pages of back-up documentation, was completed and submitted. The \$3.5M grant will be used for the construction of the flood mitigation project. AECOM submitted a Stormwater Flood Mitigation Concept Design Report on May 2. The report included Concept Design Plans and Cost Estimate with operation and maintenance life cycle costs. The concept includes removal of most existing outfall pipes and re-routing most of the existing stormwater system around City Dock to two pump stations. The remaining storm drain system will be made watertight for all portions below Elevation 5.0 and the remaining outfall pipes along with the new outfall pipes from the pump stations will have backflow preventers incorporated. AECOM presented the Concept Design to the Ward One Residents Association on May 30. The City presented the Concept Design to the Severn River Commission on June 1. A Community Outreach meeting with the business owners will be scheduled later in June.

City Hall Projects Heating, Ventilation and Air Conditioning (HVAC) Replacement and Generator Installation

The City Hall underground storage tank (UST) was formally closed on March 24. Waiting for closing documentation from MDE. Waiting for new electric panels to be delivered and scheduled for a weekend outage for replacement.

Maintenance Facilities

The Demo Grading Permit will be resubmitted in early June for the Soil Conservation District approval. Grading Permit is under review. The Building Permit drawings are due for submission on June 29. Currently evaluating relocating materials at Spa Road to another location and moving staff, SCADA and fuel controls across the street to 932 Spa Road. The start of demolition of the existing facilities is scheduled in late July.

Road Resurfacing

Work in Hunt Meadows begun on Hunt Meadows Drive, Pytchley Run Road, and Canterfield Road.

Main Street Reconstruction

Preliminary design has been completed. The construction is being planned to start in January 2018 with the installation of sprinkler connections, with the road work beginning in April 2018 and completion at the end of September 2018. An inventory of buildings with sprinkler system connections indicates that approximately 50 buildings do not have sprinkler connections. The estimated cost to install connections for these locations as part of the Main Street project is in excess of \$1,000,000. HPC public hearing and approval in September 2017.

Cornhill Street Sidewalks

HPC approved the application. Funding from the sale of the former City recreation building is now available. Final construction drawings are underway and granite curb has been ordered. Work is expected to begin after the 4th of July; however, is dependent of arrival of the granite curb.

Wayfinding Sign Program

All re-fabricated signs have been delivered. The Traffic Control and Maintenance crew is installing.

Truxtun Park Ballfield Grading

Final grading plans and permit received from AACO Soil Conservation District (SCD). Invitation for Bids (IFB) is being prepared for letting the project, with the goal to begin construction in early Fall 2017.

Personnel Update

New Hires

Recreation and Parks:

Recreation Temps: 4

PW Streets:

Temp Laborer: 1

Police:

Police Officer: 1

Police ID Specialist: 1

Promotions/Internal Vacancies Filled

Finance:

Accountant

Law Office Report

Open Litigation:

Case Name	Dept	Comments
McShane Glover – PJR A.A. Circuit Court Case No. C-2014-190935 AA (L72-14)	HPC	Circuit Court affirmed Board of Appeals decision. Glover appealed to Court of Special Appeals; oral arguments 5/5/17; CSA affirmed Circuit Court decision. Appellant filed a Motion for Reconsideration.
Stansbury v. COA U.S. District Court of MD, Civil Action No. 1:15-CV-497-GLR (L53-15)	PW	Complaint and Answer filed; Amended Complaint filed; Answer filed; discovery completed; City filed Motion for Summary Judgment; decision pending
City v. Neal, et al. A.A. District Court Case No. CV-15-008769 (L78-15)	DNEP	Complaint filed; Answers filed; trial postponed; trial date 7/20/17
COA v. 94 East Street heirs A.A. District Court Case No. D-07-CV-15-005092 (L46-14)	DNEP	Complaint filed; 78 municipal citations total; trial date pending; City filed Petitions for Contempt; hearing pending for 6/22/17

Hodges v. COA U.D. District Court of Maryland Case No. 1:15-CV-03537 (L14-16)	APD	Complaint and Answer filed; discovery completed; City filed a Motion for Summary Judgment, which is pending ruling along with other motions filed
Sparrow v. COA U.S. District Court Case No. 1:16-CV-01394-WMN (L29-16)	APD	Complaint and Answer filed; discovery completed; City filed Motion for Summary Judgment; hearing pending
Thomas – PJR A.A. Circuit Court Case No. C-02-CV-16-002097 (L32-16)	APD	Appeal of Police Safety Disability & Retirement Board decision affirming HR director's decision to deny disability retirement application; Court affirmed PSDR Board decision; appeal noted to Court of Special Appeals; briefs pending
Walters – PJR A.A. Circuit Court Case No. C-02-CV-16-002203 (L42-16)	R&P	Appeal of a Civil Service Board ruling affirming City's decision to terminate; Circuit Court affirmed CSB ruling; appeal noted to Court of Special Appeals.
CDM Smith/Haskell v. COA U.S. District Court of Maryland, Case No. 1:16-CV-02621 (L44-16)	PW	Breach of Contract lawsuit brought against City re: new Water Treatment Plant construction; discovery ongoing
COA v. JBK, LLC (51-53 West Street mural) A.A. District Court Case Nos. 3z36100900, 1z41100851 (L31-16)	HPC	City issued citations in regard to mural painted on building at 51-53 West Street; trial occurred April 21-22; District Court sustained citations.
COA v. Paul & Julie Christian (4 Shipwright Street) A.A. District Court Case No. 4z39921956 (L13-16)	HPC	City issued citation in regard to poor chimney repair; trial postponed tentatively to 8/1/17
Hulbert/Firearms Policy Coalition v. COA, et al. U.S. District Court of Maryland Case No. 1-16-CV-4121 (L1-17)	APD	Complaint seeking Court order declaring City's ban is unconstitutional; City Council rescinded ordinance banning tasers; Plaintiff sought excess of \$33k for attorney fees; City filed Motion for Summary Judgment and to dismiss, which Court granted but ordered City to pay \$2,000 in attorney fees.
Phaneuf v. COA A.A. Circuit Court Case No. C-02-CV-17-000411 (L4-17)	PW	Complaint re: slip/fall on ice; Answer filed; discovery ongoing
Rapolla v. Mandell A.A. District Court Case No. D-07-CV-16-012046 (L2-17)	OEM	Complaint for property damage stemming from motor vehicle accident; Answer filed; City settled for \$13,750. CLOSED.

Thomas v. COA A.A. Circuit Court Case No. C-02-CV-16-002097 Court of Special Appeals Case No. 1855, September 2016	APD	Complaint re: termination alleging violation of LEOBR; Circuit Court affirmed termination; Plaintiff appealed to CSA; Briefs pending
Thomas v. COA, et al. U.S. District Court of Maryland, Case No. 1:16-CV-03823 (L68-16)	APD	Complaint filed alleging racial and disability discrimination; discovery ongoing
Erie Insurance/Farr v. COA A.A. District Court Case No. D-07-CV-17-005877 (L19-17)	DOT	Complaint for property damage resulting from bus accident
MCCR / EEOC Cases:		
Spearman v. COA	APD	Claim and Answer filed; fact-finding conference pending
Thomas v. COA	APD	Claim to MCCR for unlawful employment practices; fact-finding conference occurred 4/12/17; claim denied by MCCR. CLOSED.
Administrative Hearings:		
(none)	APD	
Workers' Compensation Appeals to Circuit Court:		
COA v. Thomas	APD	City appealed WCC finding of compensability; trial May 4-5; jury found compensability but that WCC claimant was not disabled. CLOSED.
Martinez v. COA	APD	City appealed WCC finding of compensability. Trial date scheduled for 10/10/17; City settled for \$1,200. CLOSED.
COA v. Cisneros	APD	City appealed WCC finding allowing continuation of temporary partial benefits; pretrial conference is scheduled for 10/4/17 with a trial date to be scheduled at that time
Union Grievances:		

(none)		
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Adopted Legislation:

Legislation adopted on 5/8/17

O-19-17 Removing Dock and Market House Enterprise Funds - For the purpose of removing the requirement that the annual budget shall contain separate Dock and Market House enterprise fund groups.

Legislation adopted on 5/22/17

O-6-17 Food Stores in C2A Districts - For the purpose of introducing Food Stores as a permitted use in C2A zoning districts; and removing the erroneous reference to a standard for Food Stores in the PM2 zoning district.

O-22-17 Transportation Network Service Companies - For the purpose of removing from Section 7.48.610 of the Code of the City of Annapolis the expiration date for imposing an assessment on Transportation Network Service Companies for trips that originate in the City of Annapolis; relocating reference to the fee associated with such trips from Section 7.48.610 to the Fees Schedule; and matters generally relating to imposing said assessment.

O-23-17 Certificate of Adequate Public Facilities - Police Protection - For the purpose of defining “police officer” as that term is used in connection with review criteria and certification for adequate police protection under Chapter 22.14.

R-20-17 Linnell Lane - For the purpose of renaming Chase Street to “Linnell Lane” for one day on the occasion of Linnell Bowen’s retirement on June 9, 2017.

City Clerk:

- 7 – Fully Executed Contracts/Agreements
- 10 - Special Event Application Reviewed
- 2- Draft City Council Meeting Minutes
- 1- Work Session Agenda
- 2 - Payroll Processed
- 46 – Citizen Requests – Election Related
- 7- Meeting Attendance

Board Of Supervisors Of Election:

ALL Board of Supervisors of Elections “BOSE” Agendas and Minutes can be found on the City’s website at:

<http://www.annapolis.gov/650/Board-of-Supervisors-of-Elections>

THE NEXT MEETING OF THE BOARD OF SUPERVISORS OF ELECTION WILL BE HELD ON THURSDAY, May 18, 2017 @ 7:00 p.m.in the Mayor John T. Chambers, Jr., City Council Chambers located at 160 Duke of Gloucester Street, 2nd Floor, Annapolis, Maryland 21401.

Election Deadline For May 2017

Monday May 8, 2017

- Deadline for being registered voter in the ward from which they are elected for at least six months and must have resided in that ward for at least six (6) months.

Charter, Art. II, Sec. 3 (c)

Aldermen, except those first elected from areas annexed to the city, shall be registered voters in the city for at least one (1) year immediately preceding their election and a registered voter in the ward from which they are elected for at least six months and must have resided in that ward for at least six (6) months immediately preceding the date of the general election.

Note: The provision in the Code on the computation of time only applies to the Code and not to the Charter. See Code Sec. 4.04.020

Monday May 29, 2017

- Election office Closed – Memorial Day

Code sec. 1.12.010 - Designated.

The following holidays are observed as holidays of the City:

F. Memorial Day, commemorating those who have given their lives in the defense of our nation, the last Monday of May;

MEETING Actions – Thursday, May 18, 2017:

BUSINESS AND MISCELLANEOUS

Approval of the Minutes for April 20, 2017.

Member Smith moved to approve the minutes of April 20, 2017. Seconded. CARRIED voice vote.

UPDATES & Certified Candidates

Toni Stron Pratt Aldermanic Candidate Ward 4 Certification Date May 4, 2017

Da Juan Gay Aldermanic Candidate Ward 6 – Change of Treasurer from Sean Woolums to Kamry Cook

David Frankel Aldermanic Candidate Ward 7 Certification date May 16, 2017

The board discussed, no action needed.

REPORT FROM CHAIR

CITY /COUNTY	Election Preparation Meeting held on May 17, 2017
FOLLOW UP	Information requested from Thursday, APRIL 20, 2017 Meeting
APPENDIX 3	Extended Voting Hours

The board discussed, no action needed.

DISCUSSION

REVIEW of Email from Daniel Oltman, Polling Place Manager, Anne Arundel County Board of Elections RE: Ward 03, Precinct 013, the Bridge Church, 207 Chinquapin Round Road, Annapolis, Maryland 21401

Alderwoman Pindell Charles spoke on her concerns regarding the Mt. Olive Community Life Center being dual precinct in Ward 3, and recommended that the board consider the Bridge Church located 207 Chinquapin Round Road as the polling precinct for Ward 03, Precinct 013.

Member Myers moved to APPROVE the Bridge Church located at 207 Chinquapin Round Road, Annapolis, Maryland 21401 as the Ward 03, Precinct 013 Polling Precinct. Seconded. CARRIED on voice vote.

5. **Proposed APPROVAL of the 2017 City of Annapolis Municipal Election POLLING [PRECINCTS](#)**

Member Myers moved to approve the 2017 City of Annapolis Municipal Election Polling [Precinct List](#) as amended to include the Bridge Church located at 207 Chinquapin Round Road, Annapolis, Maryland 21401 as the Ward 03, Precinct 013 Polling Precinct. Seconded. CARRIED on voice vote.

2017 City of Annapolis Municipal Election POLLING [PRECINCTS LIST](#)

<i>Ward/Precinct</i>	<i>2017 Proposed Polling Location</i>
01-001	Maryland Hall
	801 Chase St
	Annapolis, MD 21401
01-011	City Council Chambers
	160 Duke of Gloucester St
	Annapolis, MD 21401
02-002	Trinity United Methodist Church
	1300 West St
	Annapolis, MD 21401

02-012	Calvary United Methodist Church
	301 Rowe Blvd
	Annapolis, MD 21401
03-003	Mt Olive AME Church
	2 Hicks Ave
	Annapolis, MD 21401
03-013	The Bridge Church
	207 Chinquapin Round Road
	Annapolis, MD 21401
04-004	Heritage Baptist Church
	1740 Forest Dr
	Annapolis, MD 21401
04-014	American Legion Post #141
	1707 Forest Dr
	Annapolis, MD 21401
05-005	Roger "Pip" Moyer Recreation Center
&	273 Hilltop Ln
05-015	Annapolis, MD 21403
05-015	Roger "Pip" Moyer Recreation Center
&	273 Hilltop Ln
05-005	Annapolis, MD 21403

06-006	Mt Moriah AME Church
	2204 Bay Ridge Ave
	Annapolis, MD 21403
06-016	Eastport Community Center
	1014 President St
	Annapolis, MD 21403
07-007	Annapolis Neck Fire Co 8
	991 Bay Ridge Rd
	Annapolis, MD 21403
07-017	Eastport-Annapolis Library
	269 Hillsmere Dr
	Annapolis, MD 21403
08-008	Eastport Volunteer Fire Hall
	914 Bay Ridge Ave
	Annapolis, MD 21403
08-018	Annapolis Maritime Museum
	723 2nd St
	Annapolis, MD 21403

The Board requested that the City Clerk contact the City's Public Information Officer Ms. Wardlaw again to invite her to the board's next meeting scheduled Thursday, June 15, 2017 at 7:00 p.m. to discuss public outreach for the upcoming election.

The board also requested that they be allowed to participate in the next City Council Work Session on June 15, 2017 at 3:00 p.m. to discuss the City's Election Outreach Efforts for the 2017 City of Annapolis Municipal Election.

To view 2017 Municipal Election Information, please visit link below:

<http://www.annapolis.gov/420/Elections>

MEETING joint City – County Annapolis Election Meeting - Election Preparation Meeting

	Thursday, June 1, 2017 10:00 a.m. Administrative
Final Sign Off:	Final version of the written Absentee Ballot In-Person procedures, the Daily Sign-In Sheet, the Statement of Delivery form, the Daily Absentee Ballot Care, Custody, and Control form, the Orange Transfer Bag procedures, and the In-Person procedures on a flow chart.

Referrals to State Board of Elections – Candidate Questions RE:

2- Definition of a “transfer” as does the State; i.e., funds from another campaign treasurer. Those funds could be from another candidate or a political action committee. Is this correct? The State, however, does not include Federal PACs in this category, they are included in the contribution category. Does the City have the same exclusion?

How does the City treat funds received from a campaign treasurer not regulated by the City; e.g., a campaign treasurer for a member of the State legislature? Are those funds to be reported on Schedule 1 or Schedule 2?

I have the same question for funds received from a State regulated political action committee. Schedule 1 or Schedule 2?

CAMPAIGN FUND REPORT - City of Annapolis Analysis of Campaign Fund Reports – 052217

Received – June 6, 2017 Amended Report:

Analysis of Campaign Fund Reports

To the City of Annapolis:

We have performed the procedures enumerated below, which were agreed to by the City of Annapolis, solely to assist you in evaluating the compliance with city law of the Campaign Finance Reports filed by candidates. This agreed-upon procedure engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The agreed-upon procedures are as follows:

1. The period of the report is in accordance with City regulations.
2. The report was filed timely.
3. The beginning balance agrees to the ending balance of the previously filed report.

4. The Report is mathematically correct.
5. The amounts in the Summary of Receipts and Disbursements agree to:
Schedule 1
Schedule 2
Schedule 3
Schedule 4
Schedule 5
6. Report is signed by all appropriate persons.
7. The detail of Schedule 1 lists all contributors and required information (name, address and coding of receipt).
8. The individual amounts in Schedule 1 do not exceed City regulations.
9. The dates of the receipts are within the reporting period.
10. Loans and transfers activity is properly completed in accordance with City regulations.
11. Loans and transfers are within the reporting period.
12. The detail of Schedule 3 lists all disbursements.
13. Schedule 3 includes all required information (name, address and coding of disbursement) for disbursements in accordance with City regulations.
14. The dates of the disbursements are within the reporting period.
15. The amounts on Schedule 4 are completely detailed in accordance with City regulations.
16. The outstanding obligations at period end reconcile with the period's activity.
17. Schedule 5 details all in-kind contributions and includes all required information in accordance with City regulations.
18. The date of the in-kind contributions is within the reporting period.

FINDINGS

The following findings, detailed by Candidate, were noted based upon the procedures enumerated above:

Friends of Jared Littmann (final report July 1, 2016 to March 12, 2017)

There were no exceptions to the report.

Furth for Alderman (final report July 1, 2016 to March 11, 2017)

There were no exceptions to the report.

Friends of Fred Paone (amended report for cycle ending June 26, 2016)

There were no exceptions to the report.

From our examination of the Campaign Fund Reports, we did not note any other matters of noncompliance with city law or matters we believe warrant further investigation or require additional documentation from candidates.

We were not engaged to, and did not, conduct an audit or review the objectives of which would be the expression of an opinion or limited assurance on the Campaign Fund Reports compliance with City regulations. Accordingly, we do not express such an opinion or limited assurance. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the City of Annapolis and is not intended to be and should not be used by anyone other than these specified parties.

Toal, Griffith, + Ragula, LLC
May 22, 2017

ELECTION RELATED – reminder Emails sent:

MEMORANDUM

TO: Candidates & Political Committees

FROM: Regina Watkins Eldridge
City Clerk

RE: List of dates for submissions of the Campaign Fund Reports for the 2017 City of Annapolis
Municipal Election - Campaign Fund Report
Submission/DEADLINE dates:

CAMPAIGN FUND REPORTS (due no later than **4:30 p.m.**)

1st report due 8/22/17 for transaction period for:

Incumbents: Monday, June 27, 2016 – Sunday, August 20, 2017

Non-incumbent: Wednesday, November 6, 2013 *(For the 1st report the date may very depending on when they began to raise money)* – Sunday, August 20, 2017

2nd report due 9/12/17 for transaction period of: 08/21/17 – 09/10/17

3rd report due 10/10/17 for transaction period of: 09/11/17 – 10/08/17

4th report due 10/31/17 for transaction period of: 10/09/17 – 10/29/17

5th report due 12/01/17 for transaction period of: 10/30/17 – 11/07/17

~Attached please find the link to the Election Page on the City's website:

<https://www.annapolis.gov/420/Elections>

MEMORANDUM

TO: Candidates & Political Committees

FROM: Regina Watkins Eldridge
City Clerk

RE: INFORMATION - How to become an Election Judge

Information added - **TODAY May 24, 2017**

Please follow the link to find the 2017 City of Annapolis Municipal Election Information:

<https://www.annapolis.gov/420/Elections>

2017 Election Documents

1. [Election Judge Application \(PDF\)](#)

MEMORANDUM

TO: Candidates & Political Committees

FROM: Regina Watkins Eldridge
City Clerk

RE: Information added - **TODAY May 26, 2017**

Please follow the link to find the 2017 City of Annapolis Municipal Election Information:

<https://www.annapolis.gov/420/Elections>

How to Apply for an Absentee Ballot

1. [1. Absentee Ballot Instructions \(PDF\)](#)
2. [2. Regular Absentee Ballot Information and Application \(PDF\)](#)
3. [3. Certification of Person Assisting Absentee Voter \(PDF\)](#)
4. [4. Emergency Absentee Ballot Designation of Agent Form \(PDF\)](#)
5. [5. Emergency Absentee Ballot Instructions and Application \(PDF\)](#)

MEMORANDUM

TO: Candidates & Political Committees

FROM: Regina Watkins Eldridge
City Clerk

RE: **RE: Use of the City Logo in or on Campaign Literature or Websites**

Notice Specific to Documents Available on This Website

Permission not granted for; Permission to use documents specified above does not include other intellectual properties including the design or layout of this website or any other site owned, operated, licensed, sponsored or controlled by the City. Elements of the City websites that are protected by trade dress, trademark, unfair competition, and other laws and may not be copied or imitated in whole or in part. **no logo, graphic, sound or image from any City website may be copied, re-transmitted, or used in a manner which suggests the City's association with or endorsement of any product, service, opinion or cause unless expressly permitted by the City.**

Thanking you in advance for your assistance with this matter.

MEMORANDUM

TO: Candidates & Political Committees

FROM: Regina Watkins Eldridge

City Clerk

RE: **Campaign Fund Report due JULY 1, 2017:**

No Action Required pursuant to City Code Sec. 4.44.080 - Election reports required. A.

· A candidate to public or party office, and the treasurer designated by that candidate shall file and sign the report or statement of contributions, loans and expenditures as prescribed in accordance with this chapter with the board. Election reports as specified below are required by all candidates for public or party office, whether or not the candidate's name appears on the primary ballot, the candidate withdraws subsequent to filing the candidate's certificate of candidacy or the candidate is unsuccessful in the election. Each report filed shall contain all contributions received and expenditures made in furtherance of the candidate's nomination or election by the candidate personally or, with the knowledge of the candidate, by any other person or groups of persons. The report shall be completed, except as otherwise provided in this section, through and including the Sunday immediately preceding the day by which that report is to be filed. The initial report filed shall contain all contributions and loans received and expenditures made since the date of the last preceding election to fill the office for which the person is a candidate. Each subsequent report shall contain all contributions and loans received and expenditures made since the end of the period for which the last preceding report was filed. A statement to that effect must be included on the forms prescribed pursuant to this chapter. **The reports shall be filed as follows:**

6.

No later than July 1st in any year in which there is "NO" election for City Council notwithstanding special elections;

PRIMARY ELECTION CANDIDATE - UPDATES:

1. John Rodger Moyer - Certified May 25, 2017

Alcoholic Beverage Control Board:

THE NEXT MEETING OF THE **ALCOHOLIC BEVERAGE CONTROL BOARD** WILL BE HELD ON **Wednesday, May 3, 2017 @ 7:00 p.m.** in the Mayor John T. Chambers, Jr., City Council Chambers located at 160 Duke of Gloucester Street, 2nd Floor, Annapolis, Maryland 21401

2017 Applications Processed:

11 - One Day Licenses

5 - Consumption on City Property Applications – Location Stanton Center

1- Transfer Liquor License Applications received and processed

1 - Sidewalk Café' Licenses Applications without Liquor received and processed

ACTIONS - ALCOHOLIC BEVERAGE CONTROL BOARD, May 3, 2017 Minutes

· **Approval the minutes of April 5, 2017. Seconded. CARRIED on voice vote.**

ANNAPOLIS SMOKEHOUSE - Substitution of officer

Applicant, Todd Hughes and licensee Steven Gaines were present and answered questions addressed by the Board.

Member Praley moved to approve the substitution of Todd Hughes to replace Amanda Sprehn as an officer on the alcoholic beverage license of Annapolis Smokehouse. Seconded. CARRIED on voice vote.

BUDDY'S CRABS AND RIBS – Removal of an officer

Mr. Michael Blonder, Owner, was present and answered questions from the Board.

Member Praley moved to approve the deletion of Tara Stout as an officer on the alcoholic beverage license of BUDDY'S CRABS AND RIBS. Seconded. CARRIED on voice vote.

INNER WEST STREET ASSOCIATION - First Sundays Arts Festival

Mr. Eric Evans presented the request and answered questions addressed by the Board.

Ms. Erin Dryden, Luna Blue, Mr. Mike Lechner, Rams Head Tavern and Joe McGovern, Stan & Joe's were also present and spoke on the application.

Member Zagwodzki moved to approve the request for extensions of licensed premises for Rams Head, Luna Blu, El Toro Bravo, Stan and Joe's, 49 West & Tsunami with consumption on city property during a special event from 11:00 a.m. to 5:00 p.m. First Sundays Arts Festival on May 7, June 4, July 2, August 6, September 3, October 1, November 5 & December 3, 2017 Seconded. CARRIED on voice vote.

INNER WEST STREET ASSOCIATION - Dinner under the Stars

Mr. Eric Evans presented the request and answered questions addressed by the Board.

Ms. Erin Dryden, Luna Blue, Mr. Mike Lechner, Rams Head Tavern and Joe McGovern, Stan & Joe's were also present and spoke on the application.

Member Praley moved to approve the request for extensions of licensed premises for Rams Head, Luna Blu, El Toro Bravo, Stan and Joe's, 49 West & Tsunami with consumption on city property and live music during a special event – Dinner under the Stars on the first block of West Street from 6:00 p.m. to 11:00 p.m. on May 31, June 7, 14, 21 & 28, July 5, 12, 19 & 26, August 2, 9, 16, 23 & 30 and September 6, 13 & 20, 2017. Seconded. CARRIED on voice vote.

DELMARVA POODLE RESCUE – Special Event

Ms. Laura Thistle, Delmarva Poodle Rescue & Ms. Michelle Clipper, Healing Paws Veterinary Wellness Center presented the request and answered questions by the Board.

Member Praley moved to approve the request for a Special Class C one-day liquor license with live music on Thursday May 11, 2017 from 6 to 9 p.m. for the Eastport-a-yapping! Fundraiser. Seconded. CARRIED on voice vote.

MARITIME MUSEUM – Summer Concert Series

Ms. Alice Estrada, Executive Director of the Annapolis Maritime Museum and Ms. Mary Beth Hughes, Special Events Coordinator of the Annapolis Maritime Museum presented the request and answered questions addressed by the Board.

Member Praley moved to approve the request for a Special Class C, One Day Liquor License with Consumption of Alcoholic Beverages on City Property, including live music, for the Summer Concert Series from 6:00 p.m. to 9:00 p.m. on the following Thursdays: June 15, 22 & 29, July 6, 13, 20 & 27 and August 3, 10 & 17, 2017. Seconded. CARRIED on voice vote.

EASTPORT YACHT CLUB (2016-17 license year event #4 & 2017-18 license year events #1 & #2)

Mr. Bill Kocan, General Manager of the Eastport Yacht Club, presented the request and answered questions from the Board.

Member Praley moved to approve the request from the Eastport Yacht Club for three Club events, open to the public, with a beer truck and live music on Sunday April 30, 2017 from 4:00 – 6:00 P.M., Saturday June 3, 2017 from 4:00 – 10:00 P.M. and Saturday August 19, 2017 from 4:00 – 9:00 P.M. (please note that *the April 30, 2017 event already occurred and was approved administratively*) Seconded. CARRIED on voice vote.

EASTPORT DEMOCRATIC CLUB

Mr. Peter Alexander, Club President, presented the request and answered questions from the Board.

Member Zagwodzki moved to approve the request from the Eastport Democratic Club for a Temporary Seasonal Extension of Licensed Premises to include outside courtyard area during regular operating hours from May 4 through November 30, 2016. Seconded. CARRIED on voice vote.

City Council:

Job opening in Office of the City Clerk: Notification posted 5/5/17: This position is an external announcement and the closing deadline is now June 13, 2017. -

There is an announcement open to internal applicants for the following:

Position City Council Associate (1521) Opening date May 5, 2017 Department Office of Law **Closing date May 19, 2017** Salary range \$45,446.73 \$72,714.38 (A10) General statement of duties Performs a wide variety of administrative functions in the City Clerk's Office providing logistical and administrative assistance to the City Council. Distinguishing features of the class this is a responsible administrative position in the Office of the City Clerk which involves detailed administrative functions related to implementation of specific activities and responsibilities. Considerable judgment is required in establishing or adapting work procedures to new situations and in performing varied administrative services. Attendance at City Council and Council committee meetings is required. Supervision and direction is received from Members of the City Council and the City Manager.

Miscellaneous:

Training for New Deputy City Clerk – underway

Office Of Law Requests:

Assist with – Review of Solicitor's / Canvassers Application – For Just Energy

3 - Assist with – Forwarded PIA Request.

1 – Attendance Staff Meeting

Forwarded to City Manager and Public Information Officer for PUBLISHING:

To adequately inform the public and provide timely information on regularly scheduled public hearings on legislation and other matters before the City Council, and Council Meeting Agendas. To be sent the Wednesday after the last City Council Meeting.

NOTICE OF ANNAPOLIS CITY COUNCIL PUBLIC HEARINGS

Notice is hereby given that the Annapolis City Council will hold a public hearing on **Monday, May 8, 2017 at 7.00 p.m.**, in the Mayor John T. Chambers, Jr., City Council Chambers, 160 Duke of Gloucester Street, Annapolis, MD 21401 on the following items:

Public Hearing Continued:

O-21-17 Annual Operating Budget: Fiscal Year 2018 - For the purposes of adopting an operating budget for the City of Annapolis for Fiscal Year 2018; appropriating funds for expenditures for Fiscal Year 2018; defraying all expenses and liabilities of the City of Annapolis and levying same for the purposes specified; specifying certain duties of the Director of Finance; and specifying a rate of interest to be charged upon overdue property taxes.

To view legislation, please select link below:

<https://annapolismd.legistar.com/LegislationDetail.aspx?ID=3007202&GUID=13579D64-E208-4D45-9D51-787D0EBBC9E0&Options=ID|Text|&Search=O-21-17>

Public Hearing:

O-23-17 Certificate of Adequate Public Facilities - Police Protection - For the purpose of defining "police officer" as that term is used in connection with review criteria and certification for adequate police protection under Chapter 22.14.

To view legislation, please select link below:

<https://annapolismd.legistar.com/LegislationDetail.aspx?ID=3018358&GUID=7143768D-463E-4934-9491-5CF CBA9ACEBB&Options=ID|Text|&Search=O-23-17>

2nd Notice for April

NOTICE OF ANNAPOLIS CITY COUNCIL PUBLIC HEARINGS

Notice is hereby given that the Annapolis City Council will hold a public hearing on **Monday, May 22, 2017 at 7.00 p.m.**, in the Mayor John T. Chambers, Jr., City Council Chambers, 160 Duke of Gloucester Street, Annapolis, MD 21401 on the following items:

.Public Hearing Cont:

O-21-17 Annual Operating Budget: Fiscal Year 2018 - For the purposes of adopting an operating budget for the City of Annapolis for Fiscal Year 2018; appropriating funds for expenditures for Fiscal Year 2018; defraying all expenses and liabilities of the City of Annapolis and levying same for the purposes specified; specifying certain duties of the Director of Finance; and specifying a rate of interest to be charged upon overdue property taxes.

To view legislation, please select link below:

<https://annapolismd.legistar.com/LegislationDetail.aspx?ID=3007202&GUID=13579D64-E208-4D45-9D51-787D0EBBC9E0&Options=ID|Text|&Search=O-21-17>

Public Hearings:

O-18-17 Personal Care Establishments in the PM District - For the purpose of removing restrictions on the operation of a personal care establishment in the PM, Professional Mixed Office zoning district.

To view legislation, please select link below:

<https://annapolismd.legistar.com/LegislationDetail.aspx?ID=2982045&GUID=455C57E4-144D-425C-B605-B76CF4A69F3F&Options=ID|Text|&Search=O-18-17>

O-24-17 Boat Launch Enforcement Authority - For the purpose of permitting an authorized agent of the City of Annapolis to exercise limited authority in boat launch enforcement; ensuring that patrons that utilize boat ramp(s) pay appropriate launching fees; and matters generally relating to extending boat launch enforcement powers to an authorized agent.

To view legislation, please select link below:

<https://annapolismd.legistar.com/LegislationDetail.aspx?ID=3026914&GUID=94A14266-CFF0-44AA-B640-396DBC4AE247&Options=ID|Text|&Search=O-24-17>

O-25-17 Issuance of General Obligation Bonds and Bond Anticipation Notes - For the purpose of authorizing and empowering the City of Annapolis (the "City") to issue and sell, upon its full faith and credit, (i) one or more series of its general obligation bonds in the aggregate principal amount not to exceed \$7,300,000, pursuant to Sections 19-301 through 19-309, inclusive, of the Local Government Article of the Annotated Code of Maryland, as amended, and Article VII, Section 11 of the Charter of the City of Annapolis, as amended (the "Bonds") and (ii) one or more series of its general obligation bond anticipation notes in anticipation of the issuance of the Bonds in the maximum aggregate principal amount equal to the maximum aggregate principal amount of the Bonds, pursuant to Sections 19-211 through 19-222, inclusive, of the Local Government Article of the Annotated Code of Maryland, as amended (the "Notes"); providing that the Bonds and Notes shall be issued and sold for the public purpose of financing and refinancing certain capital projects of the City as provided in this Ordinance; prescribing the form and tenor of the Bonds and the Notes; providing for the method of sale of the Bonds and Notes and other matters relating to the issuance and sale thereof; providing for the disbursement of the proceeds of the Bonds and Notes; covenanting to levy and collect all taxes necessary to provide for the payment of the principal of and interest on the Bonds and Notes; and generally providing for and determining various matters relating to the issuance, sale and delivery of the Bonds and the Notes.

To view legislation, please select link below:

<https://annapolismd.legistar.com/LegislationDetail.aspx?ID=3036829&GUID=6A4F2106-1DCD-4A12-B07D-42201E77DB98&Options=ID|Text|&Search=O-25-17>

ID-198-17 CITY OF ANNAPOLIS PROPOSED REAL PROPERTY TAX INCREASE.

The City Council of the City of Annapolis proposes to increase real property taxes.

1. For the tax year beginning July 1, 2017, the estimated real property assessable base will increase by 3.5% from \$6,258,107,061 to \$6,478,005,607.
2. If the City of Annapolis maintains the current tax rate of \$0.649 per \$100 of assessment, real property tax revenues will increase by 3.5%, resulting in \$1,427,141 of new real property tax revenues.
3. In order to fully offset the effect of increasing assessments, the real property tax rate should be reduced to \$0.627, the constant yield tax rate.

4. The City is considering not reducing its real property tax rate enough to fully offset increasing assessments. The City proposes to adopt a real property tax rate of \$0.644 per \$100 of assessment. This tax rate is 2.7% higher than the constant yield tax rate and will generate \$1,103,241 in additional property tax revenues.

City Council Associate:

10- Minutes Drafted

10- Agenda Created

Standing Committee Meeting Dates/ Attendance:

Finance Committee

May 1st, 4th, 8th at 2:00 p.m.

June 6th, 2017 at 5:00 p.m.

June 12, 2017 at 10:30 a.m.

Public Safety Committee

May 15, 2017 at 5:00 p.m.

Economic Matters Committee

May 15, 2017 at 6:30 p.m.

Rules and City Government

May 9, 2017 at 4:00 p.m.

Transportation Committee

May 22, 2017 at 6:30 p.m.

Environmental Matters

May 18, 2017 at 1:30 p.m.

Trainings/ Meeting Attendance:

Absentee Ballot Processing

Public Safety Update

Fire Department

Monthly News/New Projects

The Department responded to 1007 calls for service this month and a total of 4788 calls for 2017 with the following breakdown:

- EMS 723 or 75%
- Fire – 175 or 16%
- Service – 80 or 6%

- Rescue – 16 or 2%
- Hazmat – 13 or 1%

Notable Incidents – Highlights

5/2/17 Assist AACo with Suspicious Package Wynbrook (ESU)
 5/3/17 HazMat with Injuries Whiten Court
 5/4/17 Dwelling Fire Merryman Road
 5/8/17 Dwelling Fire Clay Street
 5/8/17 Gas Odor – Gorman, Main and Green Street's
 5/9/17 Apartment Fire Spa Road
 5/9/17 Assist Police K-9 gun search
 5/12/17 Overturned Vehicle Parole Street
 5/13/17 – Assisted AACo with Animal Rescue – Shore Drive
 5/14/17 – Water Rescue – Drowning – Severn River Bridge
 5/17/17 Apartment Fire Frederick Douglass Street
 5/17/17 – Vehicle Rescue – Fatal Accident – Route 50
 5/17/17 Stabbing Madison Street
 5/19/17 HazMat Clay Street
 5/25/17 Apartment Fire Frederick Douglass Street
 5/28/17 – EMS incident on Cruise Ship – Severn River
 5/31/17 Stabbing Tyler Avenue

Explosive Services/HazMat/Fire/Medical provided support for the 2017 United States Naval Academy Graduation Week events and Vice President's Visit. (Herndon Climb, Blue Angels Air Shows and Graduation Ceremony)

- Cardiac Arrest Survival Rate: 3 Cardiac Arrests with 1 patient with ROSC prior to arrival at ER
- Monthly Heroin/Overdose – 17 OD's, 0 known deaths
- EMS Fees Collected YTD – Fiscal YTD \$1,417,641
- EMS Transports: 504
- Tactical Medic Units Activations – 1
- SAFE Station Incidents 8

Fire and Explosives Services Unit – Monthly Highlights – Accomplishments

- K-9 Responses 13
- Investigations – 3
- Suspicious Package Responses – 11
- EOD Standby 3
- Assist Police Incidents – 10
- Bomb Threats – 0
- Internal Investigations – 0
- Fire Safety Inspections – 10
- Code Enforcement Complaints – 0
- Background Investigations 6
- Assisted Baltimore City police with EOD support for the Preakness
- Assisted USNA with Explosive Support for Navy Graduation Week

- Explosive Services Unit (Bomb Squad) received Re-Accreditation from the FBI as a Nationally recognized Bomb Squad
- Provided instructor for ATF Advanced Explosive Disposal Course
- Captain Spriggs completed a 2 year ATF Certified Explosives Specialist Course
- Investigator Williams started field training program with the Annapolis Police Department

Other Events/Activities

- The EMS Division conducted 1 citizen CPR courses and trained about 80 City non-public safety employees to date in CPR.
- Completed 69 new fire safety building inspections and 40 re-inspections (includes inspections conducted by station personnel).
- Our personnel installed 8 smoke detector(s) and 0 CO alarms and conducted 32 public education events.
- Firefighter Travon Williams graduated from the County Police Training Academy – he is training to become a fire investigator/bomb technician.
- The Department provided many Fire/EMS/BOMB Services during the Naval Academy Commissioning Week activities.
- The Fire Marshal's Staff conducted 19 Fire Permit/Plan Reviews and 11 Building Permit Reviews. Including meeting with Annapolis Yacht Club on fire protection system plans.
- Training hours completed – 2001.5
- Chief Stokes attended the City Fire/Police pension committee meeting.
- Held meeting with representatives from ISO on May 30, 2017 regarding our ISO rating.
- ISO rating – Class 2
- Completed City fixed Asset Inventory.
- Hospital Alert Status Update Since our meeting with the Anne Arundel Medical Center (AAMC) President and her staff regarding the excessive amount of time the Emergency Room is on re-route, red and yellow alert, the hospital has displayed steady improvement in addressing this issue. From January 1 through February 21, AAMC ER went on re-route 52 times, during the period of April 17-June 7, the number has decreased to 21 times.
- Continue to work and support Grow Annapolis with their summer garden at the Eastport Fire Station.
- The Department completed the inspection of 1043 fire hydrants in 36 days.
- This month's Fire Prevention Message – "Fire Works Safety"
- The Department provided EMS support for the Zooma Race.
- The Department responded to an odor of natural gas in the Downtown area, no leak was found by BGE. The odor generated numerous calls to 911.
- Units participated in the annual Memorial Day Parade.
- Annual NFPA required Ladder Testing (ladder trucks and ground ladders) completed.
- Assisted Montgomery County with Battalion Chief Promotional Process.
- The Department has had eight (8) subjects seeking assistance at City Fire Stations as part of the SAFE Station Program, as of May 31, there have been forty-one (41) participants County/City wide.
- The Department conducted Child Abuse awareness training.
- The Department hired three (3) firefighters to fill SAFER grant positions.
- Chief Stokes attended the County Police Recruit Class 84 Graduation.
- The Department provided EMS support for the Wounded Warrior bike ride.
- Inspector White from the Fire Marshal's Office served as the Guest Speaker at the Passport to Manhood, Character Counts program graduation.
- Chief Stokes & Deputy Chief Remaley attended a meeting on May 18, at the Brooklyn Park Fire Station

- (County) with the Acting Director of the Office of National Drug Control Policy regarding the SAFE Stations program.
- Chief Stokes & Deputy Chief Simmons attended an Opioid Crisis Senior Advisors meeting at Arundel Center for the Governor's Opioid Epidemic program.
- Smoke Alarm Outreach conducted inspections Not assigned this month due to hydrant testing and other activities.
- Assisted the World Memorial Organization with the display of the United States flag on the steps of the State House.
- The Fire Marshal's Office presented fire safety presentation and hurricane preparations.

Financial Activity Report

- OVERTIME COSTS: (Note: Budgeted monthly average \$35,833.00).
- For the month of May the Department used 1723.25 hours of overtime at a cost of \$95,898.30 this represents a usage of 22.30% of our total annual budget available for overtime. Our YTD overtime expenditures are \$519,011.01 or 120% of our annual OT budget.
- We currently have three (3) employees on extended disability leave, one (1) on modified duty and a total of one (1) Firefighter Vacancy and one (1) Battalion Chief Vacancy.
- Submitted for Federal 10% matching Grant to purchase two new fire engines (\$950K) Awards will begin in April 2017. (No news as of the date of this report)
- Submitted for Federal Grant to purchased fire extinguisher training prop.

Major Planned Actions

- Continue with Smoke Detector outreach program.
- Annual Maryland State Fire-Rescue service Memorial Service at Memorial Site on Calvert Street.
- 2017 Drive thru flu shots w/AA County Health Department – planning meeting held in May.
- AFD/APD Active Shooter Training – Rescue Team Concept

Emergency Management

Incidents and Events

- May 1st – Severe Thunderstorms
OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners about a forecast of damaging wind gusts, isolated tornadoes, and potential for large hail in the Annapolis area.
- May 2nd – Coastal Flood Advisory
OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners about minor coastal flooding forecast around City Dock and Compromise St.
- May 4th – Heavy Rains and Coastal Flooding
OEM sent five Emergency Management Alerts to inform key officials, employees, and surrounding partners about a forecast of heavy rains expected over multiple days, and coastal flooding forecast around City Dock and Compromise St.
- May 8th – Gas-Chemical Odor Downtown
OEM sent four Emergency Management Alerts to inform key officials, employees, and surrounding partners about a report of gas odors around the downtown area. OEM Staff was dispatched downtown

to assist the on scene Fire PIO. The Emergency Operations Center was activated with Police Department representation to coordinate public information activities.

- May 10th – Planned Power Outage for BGE Work at Newtowne 20
OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners regarding a planned power outage affecting the Newtowne Twenty community, and surrounding businesses.
- May 11th – Protest Against Racism in the Court System
OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners regarding a protest held outside the Anne Arundel County Circuit Court on Church Circle.
- May 12th – Coastal Flood Advisory
OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners about minor coastal flooding forecast around City Dock and Compromise St.
- May 24th – Coastal Advisory and Downtown Flooding
OEM sent two Emergency Management Alerts to inform key officials, employees, and surrounding partners about minor coastal flooding forecast around City Dock and Compromise St.
- May 25th – Coastal Flood Advisory and Downtown Flooding
OEM sent two Emergency Management Alerts to inform key officials, employees, and surrounding partners about minor coastal flooding forecast around City Dock and Compromise St.
- May 22nd through 26th – USNA Commencement Week
OEM sent six Emergency Management Alerts to inform key officials, employees, and surrounding partners about United States Naval Academy Commissioning Week activities. The main events that impacted City of Annapolis normal operations included the Blue Angels Airshow Practice, Blue Angels Airshow, and the USNA Graduation Ceremony. Emergency Management activated both the Emergency Operations Center to Level 2 and the non-emergency Annapolis Call Center hotline to answer questions from the public. Emergency Management also positioned staff at the Stadium Operations Center for Graduation.
- May 30th and 31st – Coastal Flood Advisory and Downtown Flooding
OEM sent two Emergency Management Alerts to inform key officials, employees, and surrounding partners about minor coastal flooding forecast around City Dock and Compromise St.

Planning

- OEM participated in the monthly Local Emergency Manager's conference call on May 2.
- OEM attended the National Weather Service Coastal Flood User's Group Meeting in Sterling, Virginia, on May 4th.
- On May 9th, OEM took the lead on the discussion of the Heat Emergency Action Plan with Recreation & Parks for the 2017 summer season.
- OEM attended a meeting on May 9th to address the distribution of Urban Search & Rescue equipment in Baltimore City.
- OEM attended the demonstration of flood control devices by Aqua Fence and Tiger Dam at Susan Campbell Park on May 9th.
- On May 10th, OEM met with Recreation and Parks staff to review the Heat Emergency Action Plan (HEAP).
- On May 15th, OEM staff testified at the Public Safety Committee meeting on the National Hurricane Conference and provided an update on Zika for the upcoming mosquito season.
- On May 15th and 19th, OEM staff attended the USNA Graduation Stadium Operations Meeting and United States Secret Service meetings, respectively, held at the Navy-Marine Corps Memorial Stadium.
- OEM attended the monthly Urban Area Security Initiative meeting in Howard County on May 16th.

- On May 17th, OEM participated in the annual BGE Partnership Meeting.
- On May 17th, OEM attended the walkthrough of the GBMC Alternate Care Site.
- On May 18th, OEM staff met with Police and Fire Public Information representatives to discuss messaging and timing of USNA Commencement Week public information in regards to press releases, social media, and mobile app pushes.
- On May 22nd, OEM met with the Health Department to discuss planning details for the Drive Through Flu Clinic this fall.
- On May 23rd, OEM staff took part in the Baltimore UASI Emergency Management Committee conference call.
- On May 23rd, OEM submitted a final application for the Hazard Mitigation Grant Program, including a formal application and a benefit cost analysis. This project, if approved, would provide \$3M in FEMA funding for flood mitigation efforts.
- OEM participated in a meeting of the core team of the Cultural Resource Hazard Mitigation Plan on May 23rd.
- OEM staff spoke with a number of Unmanned Aerial Systems consultants regarding drone capabilities and best practice solutions for the City of Annapolis Fire Department and Office of Emergency Management.
- OEM continued to conduct Recovery Support Function “Interviews.” These sit-downs with City personnel and external partners are crucial to the development of Recovery Support Function Annexes for the Annapolis Disaster Recovery Plan.
- OEM Staff continues the final review of EOP Annexes.
- Smith Planning & Design continued its efforts to update the Natural Hazard Mitigation Plan. This month the contractor developed a questionnaire and provided information to solicit mitigation actions for the next several years.
- OEM continued its leadership in the opioid crisis, participating in the Senior Policy Group meeting on May 17th, the Opioid Operation Command Center workshop discussion on May 24th, and involvement in the Opioid Intervention Team leadership meeting on May 25th.

Training/Exercise

- On May 5th, OEM staff attended the Maryland Emergency Response Systems Symposium. This Symposium focused on presenting ideas and information regarding the integration of Fire & Rescue, Emergency Medical Services, Law Enforcement, Emergency Management, and Public Health Care Systems.
- On May 18th, OEM attended the Health Department Continuity of Operations Tabletop Exercise.
- On May 25th, OEM participated in the CALVEX workshop at the Statehouse Complex.
- On May 26th, OEM staff participated in the Calvert Cliffs Fixed Nuclear Power Plant Exercise Workshop.
- OEM Staff attended the Maryland Emergency Management Association Conference from May 30th through June 2nd.

Outreach

- OEM has increased its Twitter followers to 1,343.
- In the past 28 days, the OEM Facebook page has gained 158 “likes”, increasing its total “likes” to 2,062.
- On May 3rd, OEM met with MIT staff to discuss updates to the Office website.
- OEM delivered a presentation on EDITH, Smoke Alarm and Hurricane Preparedness at Annapolis Gardens on May 25th.

- OEM presented as part of a panel discussion on the Annapolis/Anne Arundel Opioid Intervention Team at the Maryland Emergency Management Association Conference on May 30th.

Grants Management

- Emergency Management encumbered funds in May for Urban Area Security Initiative (UASI), grant purchases on behalf of the Annapolis Police Department.
- Emergency Management has also encumbered funds to purchase additional office furniture for the Emergency Operations Center with the State Homeland Security Program (SHSP) grant.
- Emergency Management took advantage of the Hazardous Materials Emergency Preparedness (HMEP) Grant to send four firefighters to Hampton Roads Marine Firefighting School in Virginia from May 8-13.

May 2017	
UASI FY 2016 LETPA	\$3663.00
	\$1454.00
SHSP FY 2015 EOC Projects	\$13,917.38
HMEP Grant	\$2537.76
TOTAL May Grant Expenditures	\$21,572.14

Police Department

June 1 2017									
	B/M	B/F	W/F	W/M	H/M	H/F	AI/M *	Asian/M	Total
Sworn Personnel	29	2	9	65	4	2	1	2	114
	25.44%	1.75%	7.89%	57.02%	3.51%	1.75%	0.88%	1.75%	100.00%
Part-Time Personnel	7	4	2	3	0	0	0	0	16
	43.75%	25.00%	12.50%	18.75%	0.00%	0.00%	0.00%	0.00%	100.00%
Full-Time Personnel	1	8	13	9	1	1	0	0	33
	3.03%	24.24%	39.39%	27.27%	3.03%	3.03%	0.00%	0.00%	100.00%

									163
Sworn Personnel/Allotted positions	B/M	B/F	W/F	W/M	H/M	H/F	AI/M *	Asian/M	Total
Minority Percentage	25.44%	1.75%	7.89%	57.02%	3.51%	1.75 %	0.88%	1.75%	100.00%
Chief (1)				1					
Major (1)									1
Captain (3)		0		2					2
Lieutenant (6)	1			4					5
Sergeant (12)	3		2	5	2				12
Corporal (14)	2		1	8		1	1		13
Officer First Class (51)	11	1	3	32	1			1	48
Officer (26)	12	1	4	14	1	1		1	33
Total Sworn Personnel (120)	29	2	9	65	4	2	1	2	114
Part-Time Personnel	B/M	B/F	W/F	W/M	H/M	H/F	A/Indian		Total
Minority Percentage	43.75%	25.00 %	6.25%	25.00%	0.00%	0.00 %			100.00%
Crossing Guard (12)	6	4	1	1					12
*Crossing Guard Supervisor	1								1
*Information Technology Project Manager (1)				1					1
*Grant Coordinator (1) Funds used for MIT									0
*Community Service Officers CSO's (2) NF									0
*CCTV Monitor				1					1
*Community Affairs-M/V Theft Protection				1					1
Total Part-Time Personnel	7	4	1	4	0	0	0	0	16
Civilian Personnel-Full Time	B/M	B/F	W/F	W/M	H/M	H/F			Total

Minority Percentage	3.33%	23.33 %	43.33%	23.33%	3.33%	3.33 %	0.00%	0.00%	100.00%
*Special Projects/SAFE Streets Coordinator (1)									0
Executive Assistant to the Chief (1)			1						1
*MCAC Intelligence Analyst (1)				1					1
*Special Police Civilian Investigator				1					1
*Cold Case Investigator									0
*Director of Professional Standards	1								1
*External Affairs(1) NF									0
Police Planning Analyst (1)-Funds for Purchase									0
Property Coordinator (1)				1					1
Records Auditor/Validations (1)									0
Warrant Control/Records Supervisor (1)			1						1
C- SAFE/Community Affairs (1)			1						1
Crime Analyst (1)				1					1
*Police Communications Director (1)				1					1
Police Communications Operator II PCO II (3)			2			1			3
Police Communications Operator (9)		2	5	1					8
Police Administrative Clerk (1)			1						1
Police ID Specialist (2)			1						1
*Purchasing Clerk (1) Changed Contractual			1						1
Warrant Control Clerk (1) NF									0
Police Records Specialist (5)		4							4
Office Associate III (1)		1							1
Office Associate II (1) NF									0

Hispanic Liaison (1)					1				1
*Special Events Coordinator (1)				1					1
Total Full Time Civilian Personnel	1	7	13	7	1	1	0	0	30

C-Safe	Total		Victim Services	Total
Parole & Probation home visits	0		Burglary reports	7
DJS home visits	0		Victim's contacted	38
DJS school visits	0		Residential Survey	2
HEAT meetings	2		Commercial Survey	0
Hispanic Liaison	Total		Neighborhood Safety Training	1
Translator Contacts	15		Community requests	7
Victim Contacts	3		McGruff Appearances	0
Total Contacts	32		Watch Your Car	Total
Court Hours	5		Auto Theft reports	6
School Visits	42		Theft from Auto reports	25
Officer Activity	Total		Vehicles Registered	0
Meetings	27		Scooters Registered	0
Total School visits including Hispanic Liaison	58		TFA/ Auto Theft Initiative Letters Sent	38
Calls for Service	22		J.O.I.N.S.	Total
Reports	3		Juveniles currently in JOINS	0
Foot Patrol Hours	15		Unsupervised juveniles	0
Business Checks	70		90 day supervision juveniles	0
Bank Checks	3		Home visits	0
Traffic Stops	0		School visits	0
Traffic Citations	0		Juveniles arrested	23
Traffic Warning	0		Juveniles that didn't qualify	4

FIR	0		Juveniles that qualified	13
Warrant Attempts	0		Teen Court	6
Emergency Evaluation	0		Closed J.O.I.N.S. cases	0
CDS Arrests	0		Explorers	Total
Warrant Arrests	0		Current Explorers	4
On View Arrests	0		Interested Explorers	0
Traffic Arrests	0		Explorer Post Training days	1
Summons	0		Community Events Attended	2
Juvenile Citations	0			
Total Arrests	0		Cadets	Total
			Current Cadets	2
CSS Events and Activities	45		Community Events	16

Community Service Section attended the following meetings in: (27)

- CSAFE/ HEAT Team meeting (2)
- City Council Meeting (2)
- Comstat Meeting (1)
- Youth Mentorship Meeting (3)
- Safe Streets Coalition Meeting
- City Council Security Meeting
- Annapolis Substance Abuse Prevention Coalition Meeting
- Robinwood Resident Council Meeting
- EPT/HH Resident Council Meeting
- Eastport Civic Association Meeting
- Chief's Advisory Council
- Annapolis Homeless Meeting
- ASAP Coalition Meeting
- UASI PIO Committee
- Meeting with Mary Biro
- Open Enrollment meeting
- Meeting with Bloomsbury Square/Morris Blum Property Manager
- Annapolis Education Commision Hillsmere Elm
- Meeting with Alderwoman Finlayison Bates Middle to talk about doing Joven Noble in Annap Walk
- Meeting with family Anti gang APD
- Meeting with school staff and parent Germantown Out of control student

- Conf Call Joven Noble Expanding Opportunities
- Meeting with DJS in reference to JOINS and Teen Court.
- Principal of Pathways
- Meeting with Jeremy Parks in reference to Parking for Open House.

Community Service Section participated in the following events/ activities: (45)

- Character Counts! Program. (14)
- Homework Clubs (23)
- Security Survey- (2)
- Most Wanted Taping (1)
- Blue Ribbon Project event
- Provided a short class to two 5th grade and two 4th grade classes at Germantown Elementary School for Career Day
- Character Counts Assembly, May 31, 2017-Held an assembly and awarded certificates to more than 75 third and fourth grade students at Georgetown East Elementary School. Presented a Character Counts bench to the school.
- Attended and spoke at the Homework Club Banquet at the Stanton Community Center on May 26, 2017. Presented awards to more than 40 children for various academic accomplishments—Perfect Attendance, Honor Roll, Tenacious Reader and Master of Math Facts.
- Memorial Day Parade- Handed out Flags (2,000) and badge stickers (2,000)

Other: (3)

- VPI Call In held on May 10, 2017. The Annapolis Police Department in coordination with our partners in the criminal justice system, United States Attorney's Office, Department of Parole and Probation and the Anne Arundel County State's Attorney's Office, held a Call In on May 10, 2017 for 22 offenders from the City of Annapolis.
- Secured \$10,000. donation from the Rotary Club towards the purchase of a 15 passenger van.

Officers reviewed (23) reports for the (23) juveniles arrested during this period. Of these cases, (13) met the JOINS Criteria and (6) will be entered into Teen Court. Teen Court is a program designed by AA County Police and conducted at the District Court House in Annapolis. Officer Adegbehingbe has been working a pamphlet for the Joins and Teen Court Program.

ALERT Grant: All May cases have been reviewed. Letters have been sent to each victim.

Vehicle Theft Prevention Numbers

6 auto thefts reported
 3 bicycle thefts reported
 7 burglaries reported
 25 thefts from vehicles reported

Explorers POST 199:

- The Annapolis Police Explorers had (1) meetings in May 2017. (4) Explorers in program and (0) interested in applying. Explorers Meeting 5/15/17 –Training on the radio and parking citations.

Annapolis Police Auxiliary Unit Monthly Report

Total number of clients fingerprinted: 19

Meetings: 0

Total Hours: 82.41 hours

Building Activity

- **Allen Apartment Stream Restoration Project (2019 Forest Drive – #GRD16-0022)** Permit issued 3/21/17.
- **Annapolis Shakespeare Theater (1804 West Street – BLD17-0085)** Permit issued for tenant fit-out on 3/15/17. Waiting on submission of electrical drawings.
- **Annapolis Police Department (199 Taylor Avenue – #BLD16-0353)** Permit issued 9/1/16 for changes to indoor firing range. No inspections to date.
- **Annapolis Townes at Neal Farm (Dorsey Drive–#GRD16-0001)** Permit issued for grading for new subdivision. Progress inspection performed 3/31/17.
- **Annapolis Transportation Department (308 Chinquapin Round Rd #BLD15-0406)** Permit issued 7/31/2015 for alterations and repairs. Progress inspection of 11/4/16 passed. Still waiting on U.L. certification of equipment.
- **Annapolis Yacht Club (2 Compromise St #BLD15-0840)** Permit issued 1/8/16 to stabilize building due to fire damage. Work complete, holding permit until new permit is issued.
- **Annapolis Yacht Club (2 Compromise Street-DEM16-0032)** Permit issued 7/12/16 for interior demolition. Contractors met on site and are preparing to remove the remaining interior finishes and mechanical equipment inspections since pre-construction meeting of 8/30/16.
- **Annapolis Yacht Club (2 Compromise Street – #BLD17-0127)** Permit issued 3/20/17 for concrete repairs to building. Concrete repairs nearing completion.
- **Anne Arundel County Force Main Project (Bay Ridge Road – #GRD15-0027)** Permit issued 10/14/2016. Project not started as of 12/2/16.
- **Anne Arundel County Force Main Project (Edgewood Road - #GRD15-0002)** Permit issued 10/13/2016. Progress inspection 12/21/16.
- **Bert Jabin's Yacht Yard (7310 Edgewood Road-#BLD16-0780)** Permit issued 4/13/17 to construct new warehouse building. Footing inspections passed 5/30/17.

- **Bywater Park (800 Bywater Road – #GRD15-0053)** Permit issued 8/18/16 for Stream Restoration project. Progress inspection 12/22/16.
- **Chart House Restaurant (300 Second Street #BLD14-0311)** All work complete except for striping ADA parking spaces.
- **Chart House Restaurant (300 Second Street #BLD14-0312)** Phase II alterations. All work complete except for striping the ADA parking spaces.
- **Chesapeake Auto Body (1799 Margaret Avenue–#BLD16-0502)** Permit issued 11/14/16 for new body shop. Footer inspection passed 11/28/16. Partial slab inspection 3/31/17. Framing inspection pending.
- **Chesapeake Properties (48 Randall Street - #BLD16-0755)** Permit issued for tenant fit-out 2/6/2017. Insulation inspection passed 4/20/17.
- **Children’s National Health System (#BLD17-0206 - 1730 West Street, #100)** Permit issued 5/19/17 for tenant fit-out.
- **Chinquapin Round Road Self Storage (1833 George Avenue–#GRD16-0013)** Permit issued 11/1/16 for grading for new commercial building.
- **Chinquapin Round Road Self Storage (1833 George Avenue–#BLD16-0284)** Permit issued 11/1/16 for new commercial building. Concrete slab inspections are ongoing, working on the fourth floor currently.
- **Chipotle – (36 Market Space–#BLD15-0515)** Permit issued 7/11/16 for new restaurant. Use and Occupancy inspection passed 5/3/17.
- **City Hall (160 Duke of Gloucester Street – BLD13-0621)** Permit issued 5/24/16 to add concrete pad & generator. Inspections are progressing. Slab inspection 6/7/16. Contractor needs to call in a final inspection.
- **City Hall (160 Duke of Gloucester Street – BLD16-0188)** Permit issued 5/24/16 to replace HVAC and ductwork. Progress inspection 5/26/16. Electrical inspection failed 11/3/16.
- **Corner Bakery Café (2140 Forest Dr #BLD15-0772)** Permit issued 3/23/16 for tenant fit-out. Failed framing inspection 5/2/16. Ceiling close in passed 1/24/17. Mechanical final failed on 3/21/17. Plumbing final failed 4/17/17.
- **Enclave Development (1 – 11 Enclave Ct- Permits #BLD16-0517-BLD16-0522)** Permits issued 3/1/17 for new six townhouses. Work progressing, insulation inspection passed 5/19/17.
- **Enclave Development (25–33 Enclave Ct- Permits #BLD16-0736-BLD16-022)** Permits issued 3/31/17 for new five townhouses.
- **Harbormaster’s Building (City of Annapolis -1 Dock Street - #BLD17-0190)** Permit issued 4/10/17 to repair public restrooms. Framing inspection passed 5/9/17.

- **Kenwood Kitchens (1415 Forest Drive - #BLD16-0772 & GRD16-0026)** Grading & Addition to existing building permits issued 3/31/2017. Construction started with footer inspection 4/5/17
- **Lupita's Restaurant (1313 Forest Drive – #BLD15-0768)** Permit issued 6/13/2016 to expand restaurant. Framing inspection passed 5/15/17.
- **Mary E. Moss Academy (245 Clay Street – #BLD16-0381)** Permit issued 8/31/2016 for minor renovations. Slab inspection 10/12/16.
- **Maryland Hall for the Creative Arts (801 Chase Street - #GRD15-0058)** Grading for new addition – Permit issued 2/8/17.
- **Miracle Ear (509 S. Cherry Grove Avenue, Suite A –#BLD17-0017)** Permit issued 3/27/17 for tenant fit-out. U&O inspection passed 5/4/17.
- **The Monarch School (2000 Capital Drive –#BLD15-0846)** Permit issued 11/29/16 for tenant fit-out for new school. Ceiling close in passed 5/15/17.
- **Parlour Salon (#BLD17-0225 - 49 Solomon's Island Road, #100) –** Permit issued for tenant fit-out. Framing passed 5/18/17.
- **Port Annapolis Associates (7074 Bembe Beach Road - #BLD16-0383)** Permit issued 4/11/17 to construct new building for boat maintenance.
- **Primrose Hill Development (1 & 3 Milkshake Lane – #GRD15-0060)** Permit issued 10/27/16 for new Primrose Hill Development. Progress inspection 11/22/16.
- **Rocky Gorge (Aris T. Allen Blvd #GRD14-0006)** Grading permit issued for new development. Progress inspection 12/1/16.
- **Rocky Gorge (Aris T. Allen Blvd #BLD14-0252)** Permit issued 6/25/14 for 1st single family dwelling in Rocky Gorge development. No inspections to date.
- **Scott Brothers Liquor Store (936 Bay Ridge Road – #BLD16-0078)** Expand into neighboring unit. U&O inspection completed 5/4/17.
- **Spa Creek Stream Restoration Project (GRD15-0019) -** Permit issued 5/10/2017
- **St. John's College (60 College Avenue - #BLD17-0237)** Permit issued 5/25/17 to install 3 Temporary Classroom Trailers.
- **Stanton Center (92 W. Washington Street – #BLD15-0527)** Permit issued 8/31/2016 for minor interior work. No inspections to date.
- **Third Eye Comic (209 Chinquapin Round Road, Suites 200 & 400 - #BLD17-0090)** Permit issued 3/10/17 for tenant fit-out. Progress inspection 5/30/17.

- **Timothy House & Gardens** – Permits issued 2/14/2017 for grading & renovations to units.
- **Turner Park (Chester Avenue & Third Street - BLD17-0270)** Permit issued 5/31/17 to install new playground equipment.
- **Village Greens (S. Cherry Grove Avenue, starting with #BLD11-0026 et al)** Job progressing. All permits have received their final inspections.
- **Flamant (17 Annapolis Street – #BLD16-0243)** Permit issued for tenant fit-out for new restaurant. Final inspection passed 5/24/17.
- **400 & 406 Chesapeake Ave (#GRD15-0042)** Permit issued 3/18/16 for grading for new mixed residential and commercial building. Progress inspection done 11/30/16.
- **400 & 406 Chesapeake Ave (#BLD15-0557)** Permit issued 3/18/16 for new building. Footing inspection 11/14/16. Progress inspections on garage framing passed 2/24/17. Garage ceiling close in passed 5/3/17
- **110 Compromise Street (Formerly Fawcett's - #BLD16-0289)** Permit issued 8/30/16 for renovation and addition. Footer inspections passed 3/7/17.
- **706 & 712 Giddings Avenue (#BLD16-0446)** Permit issued 3/2/17 to expand & modernize the building. Roof removal has started. Footing and wall pour inspections passed 5/31/17.
- **122 Main Street (GRD15-0035)** Grading for new commercial building – Permit issued 2/12/2016. Progress inspection done 11/24/16.
- **122 Main Street (BLD15-0395)** Permit issued 2/12/16 for new commercial building. Progress inspection 10/13/16. Drain tile passed 1/3/17.
- **1415 Forest Drive (#BLD16-0772)** Permit issued 3/31/17 to add to 2-story mercantile/office building. Building footing inspection 4/5/17.
- **Various locations throughout the City (#BLD15-0632)** Permit issued 10/9/15 to install 11 bus shelters.
- **Formerly City Rec Center Building (#BLD16-0782-9 St. Mary's St)** - Permit issued 5/5/17 to construct new condos.

Planning Activity

Comprehensive Planning

- May 4: Attended Planning Commission to present zoning ordinance to allow food stores in the C2A zoning district

- May 10: Attended community meeting to discuss proposed site access at 1750 Forest Drive.
- May 12: Attended webinar on autonomous vehicles
- May 15: Attended BMC meeting for the Public Advisory Committee at the PMRC
- May 18: Discussed Forest Drive/Bay Ridge Road/Eastport Sector Study with Environmental Matters
- May 19: Met with Inner West Street Association to discuss improving bike access downtown
- May 23: Attended monthly BRTB meeting
- May 24: Discussed Forest Drive/Bay Ridge Road/Eastport Sector Study with Transportation Committee
- May: Worked on wayfinding installation
- May: Worked with PALS program including in-class presentation on May 11 and May 12 presentation in Annapolis
- May: Worked on Alderman Arnett's split zoning legislation
- May: Assisted Office of Environmental Policy on STAR certification application

Current Planning

Monthly News/New Projects:

- Administrative Interpretation (ADM2017-001) for Noreast Holdings, LLC, requesting shared parking approval in order to demolish the existing structure and build a new to accommodate a relocated restaurant, located at 424 Fourth St.,
- Administrative Adjustment (ADJ2017-08) for Edwin Bell, to reduce the average front yard setback from 35.2' to 30.7' to construct a new house with attached garage, located at 940 Creek Dr.,
- Site Design Plan Review (SDP2107-027) for Juan Hines, for a 12' x 18' rear addition, located at 74 Charles St.,
- Site Design Plan Review (SDP2017-031) for Michael Hantke, to construct a new 2-story addition with basement and wood deck, located at 76 Conduit St.,
- Site Design Plan Review (SDP2017-034) for JNH realty, LLC, for extension of the existing covered porch, located at 37 Madison Pl.,
- Administrative Interpretation (ADM2017-002) for Pipestone Pass Ptnsh, applicant to alcoholic beverage license believes that no modification to the zoning via special exception is necessary, located at 137 Prince George St.,
- Variance (VAR2017-008) for Vincent Iazzetta, for a reduced side yard setback, located at 29 Franklin St.,
- Administrative Adjustment (ADJ2017-007) and Site Design Plan Review (SDP2017-035) for Kelly & Kenneth Johns, for a new deck parallel to existing patio, no closer to the shoreline, and for Buffer Management Plan to provide mitigation for disturbance in the buffer, located at 329 Dewey Dr.
- Port Wardens (PORT2017-015) for CL Watergate LLC/LRE ML and LLC, for dredging of 69,726 sf to a depth of 6 ft., located at 650 Americana Dr.,
- Port Wardens (PORT2017-016) for JCB Real Estate LLC, install pier, boatlift, mooring pile and install living shoreline, located at 940 Creek Dr.,
- Port Wardens (PORT2017-017) for Allsopp Marine, Inc., to replace and reconfigure existing pier, located at 311 Chester Ave.,
- Port Wardens (PORT2017-018) for Micha Boland Trustee, to replace bulkhead and pier and add new boatlift, located at 2 Thompson St
- Port Wardens (PORT2017-019) for Jill Petit Trustee, to update the plans to match what was built in 2012., located at 519 Horn Point Dr.,

- Site Design Plan Review (SDP2017-030) for Brig, LLC, for a proposed one-story, 1,993 sq.ft. Starbucks, located at Edgewood Rd. and Bay Village Dr.,
- Site Design Plan Review (SDP2017-033) for 1829 George Ave., LLC, for a proposed 1,200 sq.ft. rear addition to existing commercial building, located at 1829 George Ave.,

Major Planned Actions:

Planning Commission, June 1, 2017:

Public Hearings and Deliberations:

1. 2016 Annual Section 1-207 and 1-208 Report to the Maryland Department of Planning: Report on how many residential permits/commercial buildings/subdivisions that the City has approved and any changes to the zoning code and zoning maps in 2106,
2. ZTA2017-004: Ordinance O-26-17, for the purpose of removing the requirement that the Board of Appeals shall not extend the regulations to an extent greater than the lesser of twenty percent of the total area of the tract or five thousand square feet; removing consideration of "unique conditions" from the review criteria and findings requirements; and matters generally relating to applications concerning zoning district boundary adjustments involving a zoning district boundary that divides a tract in single ownership,

Work Session:

1. Forest Drive/Bay Ridge/Eastport Sector Study

Planning Commission, June 21, 2017:

Work Session:

1. Forest Drive/Bay Ridge/Eastport Sector Study

Board of Appeals, June 6, 2017:

Public Hearings and Deliberations:

1. VAR2016-014 Variance application by Steven A. and M. Carol Rum, for a reduction in the required side yard setback for the construction of a second level to the existing garage, located at 607 Creek View Ave.

Community Development

Monthly News/New Projects

Community Development Block Grant

- Still waiting for the city's CDBG allocation from HUD. Staff has completed the Action Plan and initiated the public comment period which runs from May 5 through June 5. The HCDC held a public hearing on the Action Plan at its May meeting.
- Continued participation in the Regional Fair Housing group meetings regarding the Fair Housing Assessment required for all CDBG recipients in FY 2019. This group meets monthly to work on Fair

Housing issues in the Baltimore region which includes Baltimore, Baltimore County, Howard County, Anne Arundel County, City of Annapolis and Harford County.

- Received comments from MHT MDE, and DNR which completes the HUD Part 58 environmental review process for CDBG projects for FY 2018. The city is now allowed to expend its CDBG funds once they are allocated and the program year begins on July 1, 2017.
- Completed revision of CDBG Citizen Participation Plan (CPP). HUD required the revision because of the new Fair Housing Assessment requirement. The CPP was submitted to the HCDC for review. The CPP will go to the HCDC in June for approval and then on to the City Council for adoption.
- Received the city's new fair housing brochures from the printer. There is an English version and a Spanish version. Staff has disseminated the new brochures to various organizations, city offices and commissions.

Homeless

- Attended the monthly Partnership to End Homelessness meeting. Discussion still centers on implementing a coordinated assessment which HUD will require to be in place by January 2018 for both Emergency Solution Grant (ESG) and Continuum of Care funding which amounts to over \$2M for homeless programs in the city and county.

MPDU Program

- Worked with Alderman Budge on the final edits for amendments to MPDU legislation he will submit in June. The amendments will help clarify several issues which have been problematic such as the calculation of the fee in lieu of providing MPDUs and which projects are allowed a density bonus.
- Assisted several MPDU applicants. The last MPDU which is in Boucher Place is under contract. Once that is sold there will be no MPDUs for sale until construction begins on projects that are not exempt.

HACA

- Met with new Executive Director to discuss the new environmental review process for public housing authorities which city staff completes for HACA. Also provided information on affordable housing development resources and organizations in the area and discussed the city's CDBG resources and Annual Action Plan

Towne Courts

- Completed legislation and a draft PILOT agreement for PIRHL Developers, LLC (PIRHL) which has received Low Income Housing Tax Credit funding from MD Department of Housing and Community Development to build forty-two affordable (42) stacked townhomes in three (3) buildings in Annapolis, MD, located at 2010 West Street. The PILOT will make the project affordable to low and moderate income families.

Historic Preservation

Administrative approvals issued - 13

Total estimated costs of approved applications - \$129,506.33

Private - \$129,506.33

Public - \$0

Public Hearing approvals issued - 2

Total estimated costs of approved applications - \$375,000.00

Private - \$375,000.00

Public - \$0

Economic Development

- Provided 32 start-up, retention and growth support services for businesses and nonprofits to: connect them with potential loans/investors, provide no-cost consultation; locate space; conduct market research; resolve permitting and signage issues; and develop workforce
- Updated the City's New and Expanding Businesses List
- Updated vacancy reports (both downtown and citywide)
- Sent (8) new-business Welcome Letters and 2-Year Anniversary Letters
- Designed Panhandling/Homeless/Buskers educational brochure for downtown businesses and prepared it for printing
- Completed the Market House RFP brochure and distribute to potential bidders
- Interviewed potential intern and prepared intern projects for 6/6 start date
- Attended Market House pre-bid meeting
- Revised SMBE job description and wrote justification for the Civil Service Board
- Completed 26 spreadsheets and compiled support documents and links for various economic topics as requested for the City's STAR Community Rating System™ application
- Participated in the first City-County Hispanic Business Class
- Prepared Economic Impact slides for 6/15 WIT Town Hall
- Conducted monthly Business Leader's Meeting (with Speaker: Sam Brice re: Main Street reconstruction), and followed up with a summary newsletter and pdfs of handouts
- Researched feasibility of obtaining a small grocery in Eastport
- Worked on website and business-manual revisions
- Compiled marketing tips for local contracting businesses to benefit from the City's Houzz webpage
- Attended Maryland Economic Development Association Conference
- Participated in 43 meetings and events with city departments and business support organizations to align economic development, events and/or marketing strategies with:
 - Inner West Street Association/Annapolis Arts District (potential collaboration with DAP)
 - HPD/WIT/KHAB (Resiliency Planning efforts and attended WIT monthly meeting speaker: Public Health impacts during disasters)
 - SP+ (attended weekly meetings as business rep)
 - Annapolis Maritime Museum (began potential makerspace discussions)
 - AA County/City Hispanic Liaisons and SBDC (organized Hispanic Business classes)
 - AAWDC (prepared list of City IT companies)
 - AAEDC (ongoing support and resources)

- Launch! Annapolis (prepared business opportunity presentation for and attended/spoke at entrepreneur and innovator event)
- DAP (attended Committee, Board, and ad hoc support meetings)
- MABs (attended both City and County Maritime Advisory Boards to determine best ways for industry to collaborate)

Recreation and Boating

Recreation

- Get Smart Club and Library, MD Food Bank After School Supper Club, Youth and Adult Open Gym, STAIR program, Girls are Great at Science, and Dafina all took place at Stanton Center this month.
- Art on Clay Fund Raiser Event, May 11th was highly successful and monies raised will provide scholarships for children to go to camp.
- Stanton Center hosted the Get Smart Club Banquet
- 18 Meetings were held and 11 events at the Stanton Center.
- Floor Tile and Stairway Construction began on the Ground floor, elevator and 1st Floor in the Stanton Center provided by a Historic Community Block Grant.
- Personal Training at the Pip Moyer Center had 64 hours and 1,658 Fitness Class Participants.
- The Truxtun Park Pool opening was postponed to June 9 due to the weather and the mechanical issues.
- Staff is working on final preparation for the University of Maryland Summer Course “Healthy Annapolis”.
- Step It Up Kids Program ended on May 10th. Partnered with Box of Rain and Jr. League of Annapolis to educate under privileged kids in exercise, nutrition and healthy lifestyles. About 25 children from at risk communities attended the program.
- All Spring classes and leagues continued.
- Tennis, Fencing, Boxing and Hello Horse Classes concluded in May.
- Staff finalized the Men’s Summer Basketball League.
- Athletic Rental Revenue was \$2,225.00
- Latchkey and Camp registration continued.
- Staff Interviewed and Hired Summer Camp Counselors.
- Staff ordered all Camp Supplies.
- Ms. Cheryl’s Spring Dance Recital was held at Maryland Hall on May 21st with 500 attendees.
- “Trash & Treasures”, an outdoor community wide yard sale, was held on May 6th.

Parks

- Truxtun Park tennis courts renovation-staff is working with Planning and Zoning and Critical Area to get approval for this project
- Adequate Public Facilities Plan- reviewed and commented on plans for 285 West Street and Chesapeake Grove
- Memorial Tree and Bench program- working on two memorial projects- 6th Street Park (Mike Miron memorial), two benches quotes have been received and are in the Mayor’s office for purchasing,

working with applicant and sign company on three signs that will be installed at the park: Memorial Tree at Ego Alley, working with the HPC and the applicant to get two plaques installed on the center planter at City dock

- Marisa Wittlinger's International Society of Aboriculture (ISA) certification was renewed.
- Parks staff has been staying on top of normal tasks between the rain.
- Park Maintenance Staff has been keeping up with mowing tasks and doing other general park maintenance task and trimming trees.
- Parks staff has re-striped the parking lots at the pool, tennis court, Pip Moyer Center and Waterworks Park.
- The bottom of the pool had to be repainted in order to open.
- Turner Playground is slated to be replaced, starting June 18th.
- Roof on the Weems Whalen Restrooms and Snack Bar is collapsing, 2 quotes have been forwarded to Public Works.
- The new lighting on the Pip Moyer courts has been done.
- Staff is preparing to move the personal training room in a bigger room at the Pip Moyer Building.
- The Pip Moyer Recreation Center sold 17 more memberships in May then in April.
- Pip Moyer had 15 less members use the facility for May then in April with a use of the facility total of 8,216 for the month of May.
- Pip Moyer made \$18,668.00 in Rental Revenue in May, \$10,473.50 more then April.
- Staff is working on creating a contest to name the new recreation room.
- Staff is ordering supplies and equipment needed for the Tweeners Recreation Room. Finalizing proposal and Plan.

Boating

- New Boats: Our new Everglades patrol boat has been ordered and is expected to arrive in July. Our new outboard Pump-Out boat has arrived and staff is installing fenders and radios for communication.
- The Harbor staff did an outstanding job planning for and executing very smooth and safe waterways during The Blue Angels Air Show. Watermark owner Debbie Gosselin said we did the best job ever.
- Memorial Day Weekend was profitable and accident-free.
- Beth Bellis issued citations to live-aboards in Spa Creek for failing to dispose of sewage properly and for anchoring too close to a public landing.
- Three members of the Harbor staff attended an Emergency Management symposium in Ocean City. Staff learned about Joint Information Centers, Zika, Preparing for Extreme Weather, Electrical Hazards during flooding and more.
- Harbor staff is getting ready to assist with a busy 4th of July Week. We are ordering the barge for the fireworks.
- We are planning to have Park Mobile as the method in which customers pay for the boat ramp at Truxton Park. Our current credit card machine (broken) will remain in place with a cover, pending an assessment that Park Mobile is a good solution.
- The Boardwalk decking around Ego Alley and beyond is aged and needs replacement. A Waterway Improvement will pay for board replacement, which Public Works has decided cannot reasonably begin until after the fall Boat Show.
- HR and MIT are working closely with Harbormaster Beth Bellis to discern if pay raises are prudent after our elimination of pay multipliers.
- Beth Bellis reviewed an application for a rebuild of the docks off of South Annapolis Yacht Club. This application is expected to go before the Port Wardens on the fourth Tuesday of the month.

- Beth Bellis completed another live interview with Captain Rick Franke of WNAV

Transportation

Monthly News

- Operations Manager represented ADOT at the public safety committee meeting on May 15th with OEM to discuss lessons learned at the national hurricane conference.
- ADOT participated in the Bike-2-Work day events held at Market Place
- We are still in the process of filling two vacant positions – a contractual Maintenance Supervisor and one part time driver
- Sr. Planner and Operations Supervisor participated in the electronic fare-box Final Acceptance Testing (FAT) in Iowa
- Construction of the new fare vault receiving room has begun.

Activity Report

Transit Operations

Table 1 May 2017 Unlinked Passenger Trips

Route	May 2017	May 2016	% Change
Red	3,917	4,339	-9.73%
Yellow	1,988	2,618	-24.06%
Green	4,926	5,575	-11.64%
Orange	1,491	1,394	6.96%
Gold	2,039	1,939	5.16%
Brown	4,913	5,120	-4.04%
Purple	2,429	2,825	-14.02%
Circulator	3,247	2,544	27.63%
State Shuttle	3,761	2,819	33.42%
Paratransit	336	415	-19.04%
Total	29,047	29,588	-1.83%

Table 2 May 2017 Farebox Revenue

Route	May 2017	May 2016	% Change
Red	\$6,684	\$6,866	-2.65%
Yellow	\$1,491	\$1,603	-6.99%
Green	\$9,063	\$10,298	-11.99%
Orange	\$1,800	\$2,255	-20.18%
Gold	\$2,274	\$2,512	-9.47%
Brown	\$8,202	\$9,630	-14.83%
Purple	\$2,636	\$3,263	-19.22%
Circulator	\$1,123	\$3,372	-66.71%

State Shuttle**	\$427	\$717	-40.45%
Paratransit	\$861	\$825	4.36%
Total	\$34,561	\$41,341	-16.40%

*Excludes fares from State employees

Service Hours and Service Miles

Total Service Hours in May 2017: 5,039.5 hours

Total Service Miles in May 2017: 50,467miles

On-Time Performance (OTP):

1. ADA Paratransit Service: OTP for paratransit service was 100%. There were 336 complementary paratransit trips, and 20 cancellations and four (4) no-shows.
2. Fixed routes OTP was 86% based on 98 observations.

Preventive Maintenance:

- Seven (7) scheduled preventive maintenance work were completed.
- There were a total of 23 documented road calls

Parking

Table 3. Parking Garages – Vehicles Parked and Revenue-May 2017

Garage/Lot	Vehicles Parked	Revenue
Gotts	18,487	\$172,993
Hillman	22,616	\$238,428
Knighton	5,203	\$39,441
Park Place**	11,829	\$118,302
South Street Lot	782	\$10,585
Larkin Street Lot	58	\$11,250
Total	58,975	\$590,999

**Managed by Towne Park

Table 4. On-Street Parking-May 2017

Citations	2,040
Citation Revenue	\$92,530
Meter Transactions	88,451
Meter Revenue	\$184,410

Table 5. On-Street Parking Operations in District 1, May 2017

Date (May 2017)	No of Scanned Vehicles
1 to 5	6,070
6 to 10	4,987
11 to 15	7,913
16 to 20	6,525
21 to 25	5,951

26 to 31	7,614
Total	39,060

Overtime and Leave (sick, vacation personal) Hours

Overtime is a function of sick, vacation and personal leave, particularly, in transit operations. There was no overtime in Administration. Below are the overtime hours and leave hours by division for the period May 4, 2017 through May 31, 2017.

Table 6 Summary of Overtime and Leave Hours – 5/4/2017 – 5/31/ 2017

Division	Overtime	Leave (sick, vacation and personal, etc.)
Parking Enforcement Officers & Parking Meter Technicians	0 hours	110 hours
Transit Vehicle Operations – Bus Operators only	72 hours	792 hours
Transit Supervision	67 hours	24 hours
Vehicle Maintenance	30.5 hours	26 hours

African American Liaison

- Continue to walk the neighborhoods and speak to residents about their concerns and needs
- Continue to visit with churches about my job and discuss how we can work together
- Continue to turn in guns to Annapolis City Police Dept.
- Received information from residents regarding drug activity homes and relayed information to police
- Continue to advocate for clients at the Anne Arundel County Drug Court
- Monthly meeting with Mayor
- Continue to send men and woman to long-term treatment programs.
- Continue to send men and woman to detox and short-term treatment programs.
- Continue to transition folks from treatment into recovery houses and sober living programs.
- Provide food/clothing/furniture for community residents in need.
- Continue to develop the “Women of Grace” project in the Eastport and Harbor House communities
- 5/10 Meeting with Bay Area Community Church re: partnership and Dinner with Dan event for Father’s Day at the Stanton Center
- 5/17 Attended Anne Arundel County Viewfinder showing of the Opioid Epidemic film at Anne Arundel Community College (featuring Larry Griffin)
- Continue to work with folks who need community service hours
- 5/25 Meeting with AAMC and Pathways re: partnership and setting up ongoing NARCAN training program
- 6/5 First Sunday Arts – set up/security/cleanup – secured jobs for men for the season
- Met with Dr. John W. Ruxborough, DDS regarding offering free dental services in the community
- Met with Scott Allan/Scott Allan Sailing Services regarding offering job opportunities

